Course Syllabus for Computer Literacy:

Contents

Instructor Information

Name: Heather Stanley

Email: Heather.Stanley@cmcss.net

(email is my preferred method of communication)

Phone number: 931-648-5620 ext. 2912

Room: 912

About Mrs. Stanley

Education

Master of Education: Instructional Design and Technology, APSU

Master of Library Information Science, WKU

Bachelor of Business Administration: Accounting, APSU

Teaching

I am in my fifth year as a part of the Richview family. As a computer literacy teacher at Richview, my goals are to help students attain proficiency in computer usage, become responsible with social media, and become fluent in digital research.

Technology is an ever-changing field of study and my personal goal is for each student to have the skills to tackle the evolving technologies with confidence.

I am available for out of class assistance during homeroom.

Mission and Vision

The District mission is to educate and empower students to reach their potential. The district vision is that each student is a successful and productive citizen in our ever-changing society. Students will have the necessary skills to reach their highest potential and make a difference in their local community and the global community.

The mission of Richview Middle School is to provide a safe environment in which all students will be given challenging learning opportunities to foster responsible, productive and respectful citizens for a changing world. We at Richview Believe:

> Responsible, respectful students
> Make productive gains towards
> Scholastic achievement and life-long endeavors.

Course Description

Course Title: Computer Literacy

Grades: 6, 7, and 8

Course Objectives

The mission of this class is to familiarize students with business software, the proper use of computer tools, problem solving methodology, and basic coding to support academic and career success.

This course is broken down into five topic domains. The domains are digital citizenship, professional productivity, typing, research and copyright, and coding.

Course Methodology

This class utilizes the digital learning platform Canvas for distributing assignments. Assignments are required to be turned in through the learning platform or through OneNote as stipulated in the assignment directions.

All teaching materials are provided digitally. Additional support video instruction is provided through private links to teacher created videos.

Students will be utilizing journaling for coding concepts and completing weekly typing assignments.

CLEAR EXPECTATIONS

1. Be respectful to all students, teachers, staff, property of others, and the school.
2. Be prepared by bringing materials, assignments, and supplies to class before the bell rings.
3. Follow all directions and guidelines inside and outside of the classroom.
4. Be accountable for your choices that includes your words and your actions.
5. Students will follow all school and CMCSS guidelines.

Grade Criteria and Computation

Your grade in this class will be determined by considering a number of factors and performances. It will not rest solely upon your "technology ability" and if you are strong academically, you will probably do well on the quizzes.

In all aspects of this course, sincere effort counts. Projects and activities that you do are evaluated, in part, on the amount of work involved and the care and concern with which they are done.

Your grade will be determined by your performance on written assignments, hands-on projects, test and quizzes, as well as in-class participation.

I use a points-based grading system. The assignments are not weighted, however various assignments will have more points assigned to them based on their importance or size. Grading rubrics for each assignment are provided when applicable with the assignment in the digital instructional platform.

The CMCSS grading scale is below:

A= 93-100%

B= 92-85%

C= 84-75%

D= 74-70%

F= 69-0 %

Grades will consist of items such as completed projects, quizzes, personal reflections, and participation. The number of available points will vary weekly, depending upon where we are on any particular lesson.

There will be very few opportunities for extra credit. Assignments will have deadlines that you are expected to follow. Late work will be accepted for three calendar days with a point reduction. Always discuss circumstances with me. Don't assume I will just accept late work after the three days.

Course Policies

All students are expected to follow the student code of conduct, student laptop handbook and agreement, and CMCSS Covid-19 protocols while in the classroom.

All assignments in this class are expected to be completed during class time. Make-up work due to absences may be done at home. "When submitting assignments electronically, students are responsible for ensuring files reach the teacher. Forgetting to attach the assignment is not an excuse for late or missing work. If technical difficulties or issues prevent students from completing homework assignments, a parent note/email is requested for confirmation. Students will not be required to have Internet access at home in order to complete assignments." (CMCSS Student Laptop Handbook and Agreement p.7)

Attendance

All students are expected to follow the district attendance procedures while in the classroom. If a student is out of the classroom for any reason, the student is expected to make up any missing work.