

# CROW MIDDLE / HIGH SCHOOL - COMPUTERS (9-11<sup>TH</sup>)

Instructor: Heather Hohnstein — Room Number 110

Phone: 541-935-2227 best time to reach me: before school, prep. period 11:10 – 12:00 pm, or after school

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**Course length:** Semester I, 09/2/14—01/30/15

**This is an Elected Course**

**Prerequisite(s):** Teacher Approval

**Each student must earn six credits in the Electives area to meet graduation requirements.**

**Course Description:** Computers is a course designed to familiarize students with computers and their various programs. Specifically, students will learn the basics about computers and on-line safety as well as how to use Microsoft Office programs such as WORD, EXCEL, PUBLISHER, and POWERPOINT. Students will be expected to actively participate in both the academic portion as well as the hands on product production.

**Common Core State Standards:** Go to the Oregon Department of Education website for a complete description of each standard: <http://www.ode.state.or.us/search/results/?id=53>. For ISTE Standards listed below for technology, go to: <http://www.ode.state.or.us/search/page/?id=1880>

## 1. Creativity and Innovation

Students demonstrate creative thinking and problem solving skills to develop innovative products and processes using (digital) technology.

## 2. Communication and Collaboration

Students use digital media and environments to communicate and work collaboratively, across the global community, to support individual learning and contribute to the learning of others.

## 3. Research and Information Fluency

Students select and apply digital tools to gather, evaluate, validate, and use information.

## 4. Critical Thinking, Problem Solving and Decision Making

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.

## 5. Digital Citizenship

Students understand human, cultural, and societal issues related to digital technology and practice legal, ethical, and responsible behavior.

## 6. Technology Operations and Concepts

Students utilize technology concepts and tools to learn.

**Texts:** There is not a text book for this course.

**Classroom Expectations:** I expect that your behavior will follow all school rules, and refer to CROW!

Careful & Safe

Respect All

Own Responsibility

Work for Excellence

Be sure to:

- Store cell phones and I-Pods in your backpack or locker during class. School policy says that a teacher may confiscate these devices for a parent to pick up from the office if you persistently bring them to class. The school / district are not responsible for lost or stolen materials.
- NO Food or Drink is allowed! **Gum** will be allowed, however, if it becomes an issue, it will be banned from this classroom!

## Plagiarism:

Cheating or plagiarizing (using another's words or ideas without crediting the source) is not allowed. Plagiarism and/or cheating will result in an automatic "F" for the assignment—not just for you but for the person who allowed you to copy his/her work too. In addition, a parent/teacher/student meeting will be arranged to discuss the issue. A second offense could result in loss of credit for the entire course.

**Required Materials:** One three ring binder, college ruled notebook paper, pens with blue or black ink, pencils, and an excellent attitude!

**Personal Assistance:** If you need help with Computers assignments outside of class please make an appointment with me. I am here to help you in any way I can. I will give you every opportunity to succeed in this class.

**Safety:** If there is a fire drill you will exit the classroom and building and go to the field behind the computer lab until we receive the signal that it is safe to return to the classroom. If there is a lock down situation you will need to remain in the classroom or other secure area in the building until we receive notice that it is safe to leave campus.

**Evaluation/Performance Expectations:** Grades are determined by points earned through assignments, tests, projects, and discussions. **Every assignment is worth points!** The grade breakdown follows a traditional percentage scale:

100-97%= A+	89-87%= B+	79-77%= C+	69-67%= D+	59-0%= F
96-93%= A	86-83%= B	76-73%= C	66-63%= D	
92-90%= A-	82-80%= B-	72-70%= C-	62-60%= D-	

Grade comprised of:	Category	Percent of Total
	Participation	25%
	Assessments	25%
	Projects	50%

100%

**Grade Break Down:**

Participation includes attendance, tardies, preparedness, behavior, and work habits= 25%

Assessments include all tests and quizzes announced and surprise = 25%

Projects: include all product based assignments = 50%

*Percentages are approximate and may change as curriculum is adjusted to meet student needs.*

**Late Assignments/Make up work:** It is your responsibility to remain current with all assignments!

If you have an excused absence, you have the same number of days that you were absent to turn in work assigned while you were absent for full-credit.

- You may visit my webpage at [mrshohnstein.weebly.com](http://mrshohnstein.weebly.com) find your class and scroll to the correct date/assignment you may have missed.
- Late work earns half-credit. You have **five days** to make up late work. After five days from the original due date I will **not** accept the assignment. An unexcused absence will not enable you to make up work!

**Extra Credit/Extra Help:** Generally, it is not my policy to give "extra credit." Extra help can be obtained by arranging an appointment with me before or after school.

**CMHS is an equal opportunity employer and educator**

Student Signature

Date

Parent/Guardian Signature

Date

**This signed Syllabus is to be kept in the student's notebook.**

*Crow-Applegate-Lorane School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, gender, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.*