

Carr Lane Visual and Performing Arts Middle School

Computer Syllabus 2024-2025

Teacher: Dr. Charles M. Phoenix Course: Computer Literacy: Grade: 6-8

Phone: 314-231-0413 (I am available between 10:19am and 12:18pm, Monday through Friday.)

E-Mail: Charles.Phoenix@slps.org

BIOGRAPHY

I was born in Lawrence, Kansas but grew-up in Portland, Oregon. I earned a BA in English from the University of Oregon in 1977 and taught high school English in Valsetz, a company-owned logging town in the Oregon Coast Range. I worked as a copy-aide and free-lance writer for the Oregon Journal newspaper in Portland and as a graphic artist and screen printer for an exhibit and display company in the city. I returned to the Midwest to earn an MFA in Theater in 1985 from the University of Southern Illinois at Carbondale. I directed theater productions at Kirkwood High School in Kirkwood, Missouri, and saw my original plays presented in San Francisco, Arcata, Portland, Chicago, Toronto, Carbondale, Starkville, MS and St. Louis.

I taught remedial writing and college composition at St. Louis Community College at Meramec and over my career have taught grades K through 12. I've spent the past 31 years with St. Louis Public Schools as an English Teacher, Drama Teacher, Technical Specialist, Professional Development Manager, Building Technical Liaison and Computer Literacy Instructor.

In recent years I have sponsored the Carr Lane VPA School Yearbook and edited the school computer literacy newsletter *News and Views* (see them all by clicking "School Life" on Carr Lane VPA's Home page.) My wife, Rebecca, and I are blessed with three children and three grandchildren and have made our home in St. Louis since 1988. I earned my Doctorate in Education from the University of Missouri at St. Louis in 2016 and have been part of the Carr Lane Family for the past nine years.

OVERVIEW OF SUBJECT

This year our students will focus on these major units:

Keyboarding; Word Processing; Computer Graphics; Desktop Publishing; Web-Design; Multimedia Presentations; Spreadsheets; and Computer Coding

Grades are based on daily work. Following our 10 to 15 minute daily DO NOW keyboarding drills, where students learn AND PRACTICE the system of *touch-typing* throughout 6th to 8th grades. Students will have time to gain new knowledge and practice a new skill to complete the daily assignment (or put-in work on an extended computer project). Students will complete a project "Exit Slip" each day. (This may be in the form of an original Word Document, Jpeg, Desktop Publishing Document, PowerPoint Presentation, Excel File, HTML file or string of computer code.) Students must produce and save original computer files daily in a system of FOLDERS on their computer desktops. (There are a total of eight (8) such folders, that correspond to the units of study throughout the year. All work must be original and not copied or plagiarized from another source.

GRADING & CRITERIA SCALE

Carr Lane VPAMS Grading Scale

A	Excellent	100 - 90
B	Good	89 - 80
C	Satisfactory	79 - 70
D	Needs Improvement	69 - 60
F	Unsatisfactory	Below 60

Grading Criteria:

Class work = 50%
Homework = 10%
Test = 25%
Participation = 15%

HOMEWORK POLICY: Homework is an important part of a student's learning. Since homework will be discussed and sometimes checked during the next class meeting, it is imperative that students set time aside to complete homework nightly. If absent it is the responsibility of the student to secure all missing assignments within 2 days and return to school within the time frame given by the teacher.

LATE WORK POLICY:

If a student is absent and misses one or more assignments, it is his or her responsibility to make-up those assignments. Ample time will be provided in-class for students to accomplish this upon their return.

109 CLASSROOM RULES

(These are general rules, many common throughout the Carr Lane VPA classrooms.)

1. Treat your classmates and instructor with respect.
2. Keep hands, feet and objects to yourself.
3. Remain seated at your assigned computer station unless instructed to move.
4. Follow classroom protocols including 109 Computer Rules.
5. Follow your instructor's directives the first time given.

109 COMPUTER RULES

(Many of these rules are unique to the 109 Classroom.)

1. Immediately upon entry proceed to your assigned computer station and login.
2. Open your Keyboarding Folder and begin the daily do now.
3. Do not turn computers or monitors off.
4. Do not disconnect wiring, Intranet cables, mice, keyboards, headsets, or power strips.
5. The only equipment you should touch is the keyboard, mouse and (occasionally) a headset.
6. DO NOT change settings on monitors or computer programs or the MS Windows Operating System (display, etc.) unless given direct instruction by the teacher/instructor.
7. No food or drink in Room 109 (except for water).

8. Do not bring other belongings to class, including cell phones, make-up, toys and other non-essential items (although you are encouraged to bring your ELA assigned reading book to class.)
9. If you have an iPad, leave it off. There is no need for an iPad in a room full of computers unless instructed in advance.

The following are general Discipline Policies common to many classrooms throughout Carr Lane VPA.

DISCIPLINE IN 109

For minor infractions (continual talking out of turn, routinely out of seat, etc.) the student will be issued up to three warnings per class.

In excess of three warnings, the student's parent or guardian will be issued a phone call, and the conversation logged in SIS.

After three such phone calls, the student will be issued a formal discipline referral in SIS.

In extreme circumstances e.g. fighting, bullying, tampering or mishandling computer equipment, the student will receive an immediate referral and possible removal from the classroom by the Carr Lane administration and/or safety officers.