CARR LANE VPA — COMPUTER LITERACY 6th through 8th Grade — A and B Days — Dr. Mike Phoenix

This year our students will focus on these major units:

Keyboarding   **Computer Graphics**   **Multimedia Presentations**   **Spreadsheets**

Word Processing   **Desktop Publishing**   **Web Design**   **Computer Coding**

Other topics include: Writing for Publication, Email Etiquette, and Careers in Computer Technology

Grades are based on daily work. Following our 10 to 15 minute daily DO NOW keyboarding drills, where students learn the system of *touch-typing* throughout 6th to 8th grades, students will have time to grain 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, HTLM file or string of computer code.)

Students must produce and save original computer files daily in a system of FOLDERS on their computer desktops.

All work must be original and not copied or plagiarized from another source.

If students are out sick (or with another legitimate excuse) they are welcome to make up any and all missing assignments with no loss in points. Letter grades are based on the average of all points earned: 100+ to 90 = A; 89 to 80 = B; 79 to 70 = C; 69 to 60 =D; 59 to 0 = F

Every St. Louis Public School student is issued a unique, SLPS student user name and password. This is a private and confidential user name and password and will operate on any computer or tablet in the St. Louis Public School system. It will work from year to year, from Kindergarten through High School. Students must memorize this code in order to access their account and files on the computer or tablet to which they are assigned and (Students used a slight variation of this same user name/password to access MS Teams and the Microsoft Office Suite of products: e.g. Word, Excel, PowerPoint during virtual instruction beginning in the Spring of 2021.)

Students should develop a strategy to memorize their SLPS user name and password. If they have trouble doing this, they are welcome to write down the information and use it to "login."

In addition to developing "touch-type" keyboarding skills, the vast majority of the assignments will require the student to use software applications to create original products. If a student is spending time "surfing the web" or playing Internet Games it will detract from the time needed to complete the DO NOW and daily assignment, and to practice and master the knowledge and skills required to experience success in the course.

Every student must maintain active folders on their computer desktops. The main, named folders are as follows:

Keyboarding, Word Processing, Computer Graphics, Desktop Publishing, Web Design, Multimedia Presentations, Spreadsheets, and Computer Coding.

All files within those folders must be properly and correctly NAMED to reflect the content of the particular file.

I look forward to a challenging and productive school year as we work to master the tools and software of the digital age in preparation for High School, College, and beyond.

For more information contact me at Charles.Phoenix@slps.org