Carr Lane Visual and Performing Arts Middle School
Syllabus 2023-2024
Teacher: Dr. Charles M. Phoenix Course: Computer Literacy: Grade: 6-8
Phone: 314-231-0413 (I am available by phone between 10:40am and 12 Noon Monday through Friday.)
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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 eight 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 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, 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.

GRADING & CRITERIA SCALE

Carr Lane VPAMS Grading Scale			Grading Criteria:
A	Excellent	100 - 90	Class work = 50%
B	Good	89 - 80	Homework = 10%
C	Satisfactory	79 - 70	Test = 25%
D	Needs Improvement	69 - 60	Participation = 15%
F	Unsatisfactory	Below 60	

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 his or her responsibility to make-up those assignments. Ample time will be provided in-class for students to accomplish this upon their return.