

Chesapeake Science Point



SYLLABUS 2019-2020

Course name: **TIE1/TIE2/SA1/WPD/MSO-1**

Teacher: **Mr. Irfan Piskin**

Room: **126**

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Microsoft | IT Academy
Program

I look forward to helping your child learn computer skills this year. At this time, I would like to share some important information regarding the course.

CLASSROOM PROCEDURE:

Students are expected to enter the computer lab in an orderly fashion and be in their seat when the bell rings. This is a lab-based course with the majority of each class period spent working on the computer. We will do assignments together and then they will have class assignments and homework. I expect them to help each other unless it is a test grade. They need to make sure their area is clean and their chair is pushed in before leaving my class.

Course Descriptions:

Please read the course description for your class.

7th Grade

R42040 | Technology Integrated Education 2 10202/0300

This course aims to teach basic knowledge of computers and teach skills while integrating computers with core classes. Students will gain an understanding of how computers operate and learn basic skills to successfully use programs such as Microsoft® Word and Excel. Through the development of computer skills ranging from typing skills to using the Internet, they are able to take advantage of technology available for them today.

8th Grade

R43040 | Software Applications 1 10004/0300

This course is the first tier of courses that teaches Microsoft® Office applications. In this course students will learn to use Microsoft® Office Word and PowerPoint prepare high quality documents and presentations for school and work. They will learn to enter and edit data, use appropriate document formatting and organization in documents that range from simple memoranda to complex proposals as well as much longer documents that require tables of contents and indexes, and edit slides, apply designs and insert and modify graphics and multimedia. Upon completion of this course students will be able to take the **optional** Microsoft® Office Specialist (MOS) Exam for Microsoft® PowerPoint and Word.

Web Page Design (High School)

R46040 | Web Page Design 10201/0300

Web Page Design is designed to teach HTML (Hypertext Markup Language) to build a website. This course includes the tags headings, paragraphs, dimensions, word breaks, links, graphics, sounds, colors, tables, columns and special characters in HTML5 as well as introduction to CSS (Cascading Style Sheets), which work with HTML to allow for the development of dynamic web pages with additional functionalities.

REQUIRED MATERIALS:

- MS Office Home and Student
- Note pad ++ (It is free. It could be downloaded)

HOMEWORK

Homework is an important requirement of the course. Homework will be assigned regularly on Fridays and is due on Mondays. Please check Google Classroom. In accordance with Chesapeake Science Point Public Charter School's homework policy, *Late work will result in the following 1-4 days late= 70%, 5 days late=50%, 6+ days = 0%.*

****I will be expecting each student to practice keyboarding at home. They will be graded for speed and accuracy. I will be providing websites to assist in this goal.**

Absences: The student is responsible for checking Google Classroom for missed work. Instruction time will not be spent discussing missed assignments. The students are allowed to submit missed work only for excused absences. The student's parents should send me his/her work.

SUBMITTING AND NAMING THE ASSIGNMENTS

A special convention is followed in naming the submission files which helps the teacher to identify the owner of the submission. Submissions with invalid names may not be graded at all.

File Name Example: Classname_Lastname_Firstname_Assignmentname

You are required to submit a copy of the assignments (to be graded) to common folder on the server or on Google Classroom that everybody have access to. *Once you send the file you will not be able to access and edit the file; therefore, students are responsible for insuring that they have followed directions and proof read*

their assignment(s) before submitting their work. Plus, I strongly suggest double check if the assignment is submitted.

Lost files: Sometimes, very rarely, student files may get lost due to some technical problems. The best practice is to keep a copy of the assignment on your google drive.

Google Classroom:

This class will use google classroom. Google Classroom is a free web-based platform that will facilitate communication and collaboration between the student and the teacher and among the students. . The AACPS Board of Education approves it for school use. Some of google classroom's top tools and features are:

- Teachers and students can collaborate in a secure environment
- A message board allows secure and open communication that can be monitored and controlled by the teacher.
- Teachers can post assignments and assessments that are electronically submitted and automatically graded.
- Teachers and students can store and share documents and files in a wide variety of formats in a cloud-based environment.
- Parents can create a parent account to connect with their child's groups.

Students will be creating their own student accounts and will be asked to join the groups created by their teacher. Assignments, assessments, projects and other class-related information will be posted on the google classroom.

GRADING

ALL HIGH SCHOOL AND 8th GRADE COURSES

- 80% for CW, Assessments, Projects & Labs
- 10% for HW
- 10% for Quarterly Assessment

ALL 7th GRADE COURSES

- 85% for CW, Assessments, Projects & Labs
- 10% for HW
- 5% for Quarterly Assessment

* I will allow for 3 redo's for a students who want to redo an assignment.

* Late work will result in the following 1-4 days late= 70%, 5 days late=50%, 6+ days = 0%.

MY EXPECTATIONS

- I expect students to help each other unless the work is a test. The best way to learn is to teach
- I expect students to have good manners and be polite towards myself and fellow classmates.

- I expect students to be quiet *when I am talking*.
- I expect students to stay on task.
- I expect students to clean their desk area and push in their chair before leaving (safety) the classroom.
- I expect students to follow school-wide rules and procedures (PRIDE).

I have never had issues with the first two expectations. I like positivity! However, being quiet while I am talking, staying on task and pushing in their chair will result in the following way:

First Offense – Warning

Second Offense – Teacher / Student Conference






Third Offense – Parental Notification / Lunch Detention

Fourth – student, parent and teacher conference

CAMPUS WIDE CLASSROOM RULES



Chesapeake Science Point PRIDE CLASSROOM Matrix

TIGERS!!	<u>Entering the Classroom</u>	<u>Whole Group Instruction</u>	<u>Independent Work</u>	<u>Cooperative Learning Groups</u>	<u>Closure</u>
Are Prepared 	- Read objective & agenda - Materials out and ready	- Listen with your eyes and ears	- Have necessary materials - Clarify task if necessary - Apply content/skills learned	- Complete prerequisite assignments	- Make sure you have your homework - Turn in classwork - Verify uncertainties
Are Respectful 	- Use quiet voices - Be mindful of space - Ask questions politely	- Raise your hand to respond and wait to be called on	- Work silently - Raise your hand for help - Be aware of personal space and others	- Communicate equitably - Provide constructive feedback - Speak at appropriate volume	- Leave space clean/ neat - Use quiet voice - Stay in seat
Have Integrity 	- Take ownership of opening activities - Use technology appropriately - Collect missed work	- Stay on topic - Complete assigned task	- Focus on your work - Keep phones put away - Use your own words and ideas	- Contribute to learning - Use technology appropriately	- Take ownership of closure - Honestly complete closure
Celebrate Diversity 	- Positively greet others - Show empathy	- Be open to new ideas and topics - Practice patience with others	- Show your unique ideas	- Welcome all group members - Value different perspectives - Encourage participation from everyone	- Allow peers to complete at their own pace
Show Excellence 	- Uniform ready - Positive attitude - Be on time	- Always grow what you know - Push your boundaries - Take risks	- Try, persevere - Take pride in your work & effort - Check work & revise	- Challenge yourselves - Reflect & Revise	- Reflect on your progress - Set goals for mastery of the topic - Participate until the end

CONSEQUENCES

Student attitude is a matter of choice. So, any student who violates the classroom rules means she/he is ready to accept the consequences. The AACPS Code of Student Conduct is in effect at all times. If a student chooses to break a rule and disturb the class the consequences include, but are not limited to the following:

- First Offense – Warning
- Second Offense – Teacher / Student Conference - Deduction of Database Points
- Third Offense – Parental Contact/ Lunch Detention - Deduction of Database Points Fourth Offense – Office Referral/ Parental Contact

Please Keep This Until Part With You. Online Version Is Also Available On GoogleClassroom

Please Sign and Return Below Page

ACCEPTABLE USE POLICY

Students use technology as an opportunity to expand their educational resources within the curriculum, not for personal use. Keeping this in mind, there is the need for emphasis on technology's proper and ethical use. Please take a look at the Technology Resource Usage section in the student handbook. Then initial and sign below.

Student's Name: _____

Please place your initials next to the statement you agree with and then sign below.

_____ I have read, understand and agree to the School Wide Computer Lab Rules as well as the expectation of the Computer Teacher of CSP. I also understand that if any of the rules under "SCHOOL-WIDE COMPUTER LAB RULES" or Computer Teacher's expectations are violated, the student will be given related disciplinary action in line with the existing CSP school consequences.

_____ I have read and understand; but don't agree to the School Wide Computer Lab Rules or the teacher's expectations.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

HONOR CODE

At Chesapeake Science Point Public Charter School, we expect and demand the highest degree of "Personal Integrity". Cheating will not be tolerated. Students must complete their own work. Cheating by copying assignments, sharing information about exams and quizzes, wandering eyes, or stealing someone else's assignment to be used as your own, will result in a grade of zero on that assignment.

I have read this syllabus. I understand that my child will be held accountable toward all of classroom rules and policies.

Student's Name _____

Parent /Guardian Name _____

Student's Signature _____

Parent/Guardian Signature _____