

**Fall 2008 • Combs Middle School • Room 121
Technology 3**

I am always doing that which I can not do, in order that I may learn how to do it.

– Pablo Picasso

Teacher: Mr. Philip Poisson
Email: ppoisson@jocombs.k12.az.us
Office Phone: 480.882.3510 x1420 (call between 3:45 PM and 4:15 PM)
Office Location: Room 121
Office Hours: 3:45 – 4:15 PM

PLEASE DO NOT HESITATE TO CONTACT ME DIRECTLY WITH ANY QUESTIONS!!

Assessment Criteria

Students will receive credit for:

- i. Class work – Projects we work on in class
- ii. Keyboarding
- iii. Class Participation

Work will only be accepted if it is COMPLETE. Credit will NOT be given for incomplete work.

Plagiarized work will NOT be accepted and will receive 0 points for BOTH parties.

Absentee work will be accepted following the student's return to class, if the absence is APPROVED. You have one day for each day you were absent. The days/s will be added to the due date. You are expected to do make-up work on your own time and not during regular class time. Mr. Poisson and the computer lab is available before school, during lunch, and after school. Make arrangements at least 24 hours ahead of time if you plan to come in during these hours.

Grades will use the following scale:

100 – 90 A
89 – 80 B
79 – 70 C
69 – 60 D
59 and below F

Course Objectives

Upon completion of this course, students will be able to:

GLOBAL:

- Understand the operations and function of technology systems and be proficient in the use of technology.
- Demonstrate responsible use of technology systems, information and software.
- Use technology tools to enhance learning, increase productivity and creativity, and to construct technology-enhanced models, publications, and other creative works.

CONTENT SPECIFIC:

- Use basic vocabulary related to technology and systems.
- Demonstrate computer keyboarding proficiency (accuracy and speed).
- Use word processing editing tools to create and revise documents.
- Use technology devices to collect and record data (e.g., scanners, cameras, microphone recorders)
- Design and create multimedia presentations with the use of PowerPoint and Movie Maker.
- Plan, design, and present an academic product using technology tools.
- Effectively use electronic research resources.
- Demonstrate familiarity with and utilize web design and web publishing software.

Expectations and Choices

- ✓ You are expected to follow all written and oral directions
- ✓ You are expected to BE IN YOUR SEAT when the bell has rung.
- ✓ Coming to class unprepared will cause you to LOSE Points!
- ✓ Profanity will NOT be tolerated.

If you **CHOOSE** not to follow the Rules:

- ✓ I will talk privately with you the first time ONLY.
- ✓ We will call your parent or guardian!
- ✓ If the behavior continues you will receive a referral.
- ✓ If you **CHOOSE** not to follow the Rules, it can and will be reflected in your Participation Grade!

Policies, Procedures, and Rules

A significant amount of thought and effort went into creating our classroom policies, procedures, and rules. They are outlined in our Classroom Policies, Procedures, and Rules handout that is found on the shared resource drive. The information in that handout pertains to this class, so get to know what the handout contains. Special instructions for this class will be given to you as they are needed. If you have any questions about any policies, procedures, or rules – please ask. You may notice something that is not covered in the handout – point that out to me – we will all appreciate that. Above all, you are expected to follow and obey all school and district policies and rules.