

Sanborn Regional School District
Middle School Course Syllabus
2006-2007

Course Title: Computers—Word, Excel, PowerPoint	Grade: <p style="text-align: center;">7</p>
Instructors: Mrs. Coffey	Course Length: Year
Course Description: This course is designed for students to learn how to create spreadsheets in Excel, create presentations in PowerPoint and improve their speed and accuracy in Word. Students are expected to demonstrate how to use formulas and how to graph. Students are expected to create a variety of different slides, use formatting techniques for visual appeal, enhance a presentation with clip art and graphics, and use slide transitions and animation to automate a presentation.	
Text/Major Resources: <u>DDC, Word, Excel and PowerPoint</u>	
Essential Questions: <ul style="list-style-type: none"> ▪ How would creating a graph aid in interpreting information ▪ How would learning how to format footnotes, bibliographies, and reports aid you in your future careers. ▪ How would presentation be enhanced by presenting in PowerPoint. 	
<p style="text-align: center;"><u>Instructional Practices</u></p> <ul style="list-style-type: none"> ✓ Collins Writing Program ✓ Differentiated Instruction ✓ Critical Skills Program: Education By Design ✓ Essential Questions ✓ 	<p style="text-align: center;"><u>Assessment Strategies</u></p> <ul style="list-style-type: none"> ✓ Student Collins Writing Portfolio ✓ NWEA Map Goal Area Assessments and End of course tests ✓ NECAP ✓ Common assessments within grade level disciplines ✓
<p>SRMS</p> <p>Mission and Expectations</p> <p>The faculty and staff of the Sanborn Regional Middle School have a commitment to recognize and nurture each student's abilities within the context of the educational setting. Through reflection, reinforcement and challenge we anchor within the student a sense of his/her ability, success, and dignity.</p> <p>We believe this goal is best served when a holistic approach is used.</p>	
<p><u>Students</u></p> Recognize student ability Nurture student ability Help students recognize their strengths and needs Help students recognize their success Help students behave with dignity	<p><u>Classroom Lessons and Activities</u></p> Ask students to reflect on their learning Create experiences that reinforce skills Offer opportunities for students to be challenged
<p><u>Classroom Climate</u></p> Create a safe classroom climate Develop clear and coherent expectations Provide a consistent system for expectations, behavior, and assessment	<p><u>Communications</u></p> Develop partnerships with community Develop partnerships with parents
GRADEQUICK: Parents and students may access grades and course information on EDLINE: https://www.edline.net/index.page All student grades are updated every two weeks.	