

# **Syllabus for Computer Essentials**

A Business/Marketing Education Program Course

**(Nine Week Course)**

**Jane Graham, Instructor**



Welcome to Computer Essentials Class! I am looking forward to working with you!

## **Pre-requisite:**

No pre-requisite is required.

## **Instructional Philosophy:**

You will be expected to meet course goals listed below and will be able to demonstrate your understanding of the required competencies. You will be held to safety and quality standards expected on the job.

## **Teacher's Philosophy:**

Whether the career is in a field directly related to business, health care, law, law enforcement or other career, business skills are used in almost every career one chooses. Computers are used in almost every career these days – sales, health care and law enforcement included. I believe the skills covered in this class are important to one's success not only in a career, but also in life. Our focus on ethics, quality of work, and employability skills can transfer not only to a career, but also to general decision making and "doing the right thing" in the community. Our students also need computer literacy and problem solving skills to prepare them for careers and living in the future. Students need all the skills they can obtain to compete in this global society we live in today. I am teaching this class because I believe it is important to us all whether we are future employees, community leaders, customers, and/or members of the community.

## **Course Goals:**

Following the successful completion of this course you will be able to: read functionally to complete various tasks, discuss advantages of being a member of professional organizations like Future Business Leaders of America or Phi Beta Lambda, and demonstrate employability, computer, word processing, database, spreadsheet, and Internet skills.

## **Course Description:**

Computer Essentials is a nine week course designed to help introduce you to skills and software used in the areas of word processing, database management, spreadsheets, presentations, Internet, and e-mail. You will be offered opportunities to identify ethical issues pertaining to information systems and to gather information about careers in technology and business. Your communication and critical thinking skills will be reinforced through the use of software applications and assignments. Projects promoting teamwork and leadership skills offer further opportunities for application of your knowledge and skills. You will be allowed to be creative and think for yourself in completing tasks efficiently and effectively. You will be provided opportunities to learn and improve keyboarding skills.

## **Course Outline:**

This class will meet for nine weeks and will roughly follow this outline.

- |  |                                     |
|--|-------------------------------------|
| 1) Internet Safety, Cyber Bullying, Ethics and Technology, | 4) Workplace Skills                 |
| 2) Keyboarding (typing)                                    | 5) Microsoft Word (word processing) |
| 3) Career Awareness  | 6) Excel (spreadsheets)             |
|  | 7) Microsoft Access (database)      |

## **Program Goals:**

- To encourage critical thinking skills
- To promote educational values including economic understanding and consumer competencies
- To promote character growth and development including human relations, good work habits, positive attitudes, and ethical standards
- To provide a realistic understanding of the work environment
- To enhance employability skills
- To reinforce basic skills in such areas as communication, mathematics, and technology
- To stimulate interest in career development
- To foster an appreciation of the free enterprise system



## **Grading:**

Grades are weighted according to the Shelby County Schools and OMMS grading policy: Gold level 60% (tests and completed projects), silver level 30% (classwork, activities, following procedures, employability skills), and 10% (effort and participation).

Employability skills are the types of behaviors and skills that employers would find beneficial in their employees. Some examples of these behaviors would include being punctual, teamwork, helping fellow employees with problems, being able to solve problems by seeking assistance from appropriate resources, not annoying or harassing fellow employees, following oral and written instructions, time on task, and being neat and organized.

### **Homework:**

Usually no outside homework assignments are associated with this class. However, students are expected to use the keyboarding skills they learn in class while at home – type without looking at the keys. Check my blog for updates.

### **Classroom Rules:**

All school rules will be enforced. You are expected to leave your workspace clean and ready for the next student. This includes logging out, cutting off speakers, placing textbooks neatly between computers, pushing in chairs, and disposing of any generated trash. You are expected to treat everyone in the same manner that you would like to be treated.

Consequences for misbehavior include but are not limited to the following: warning, loss of points from employability score, name taken, note home, parent notification by phone, extra assignment (i.e., a handwritten report on the history of computers, health dangers associated with computers, etc.), and referral to the office.

Rewards include recognition notices, additional time to study or do research on the computer, or pass to the media center.

### **Supplies:**

You may want to bring ear buds or headphones if you prefer not to use the ones we have in the classroom. Please do not bring expensive ones. A USB (thumb drive) is optional (and normally not necessary) if you want to save work to transport between school and home. We will not be responsible for lost or damaged supplies.

### **Missed/Incomplete Assignments:**

In keeping with the spirit of the “Every Assignment Every Time” policy here at OMMS (see below) you are expected to complete all required lessons. Those assignments may be completed before school in the media center computer lab or at home. If you do not have Microsoft Office or a computer at home will need to complete your assignments in class or before school in the media center lab. You will need a flash drive to save the required files for the assignments. Allowances will be made for those students who are absent for extended periods of time (a week or more), but only at a parent’s request. Late assignments not due to illness will be accepted for 60% of the earned grade up until the end of the current grading period. Due to the nature of this class and the availability of computers and other materials, Academic Saturday school will be assigned only as a last resort. Work not completed by the end of the grading period will result in a zero for those assignments. Students will not be allowed to make-up work for unexcused absences.

### **Additional Fees:**

The elective fees requested at registration help to pay for printer, toner, software updates, equipment repair, and various classroom supplies. Otherwise, there are no additional fees required for this class.

<p><b>Oak Mountain Middle School Mission Statement</b> (Revised 2008)</p> <p>The Oak Mountain Middle School community will model and promote the behaviors necessary for academic and social success. We will provide a safe and caring environment where students are invited to explore who they are and what they want to be. We expect and encourage nothing but the best in each child. We recognize that a student is not a vessel to be filled but a torch to be lit. To this end we dedicate our time, our talents, and our resources.</p> <p>Our Staff Believes:</p> <ol style="list-style-type: none"><li>1. All students should be offered a variety of experiences to enhance their individual success and to develop them intellectually, emotionally, socially, and culturally.</li><li>2. Diversity and high expectations will increase student learning.</li><li>3. Teachers should provide students with the tools needed to become self-directed with creative thinking skills.</li><li>4. Teachers have a responsibility to act as positive role models and provide a safe and caring environment to promote student learning.</li><li>5. A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.</li><li>6. The home and community are vital components of the school support team.</li></ol>	<p><b>Oak Mountain Middle School</b> <b>Every Assignment Every Time (EAET)</b></p> <p><b>Philosophy:</b> Oak Mountain Middle School expects and encourages nothing but the best in each child. Teachers hold high expectations and provide students with the tools needed to become self-directed learners. Students are actively engaged in meaningful learning experiences which will prepare them to be productive citizens in our global society. The home and community are vital components of the school support team.</p> <p><b>Policy:</b> Assignments are a vital component of a child's learning experience. Work is expected to be completed on time. Incomplete and/or poorly attempted assignments are not acceptable.</p> <p><b>Procedure:</b><ul style="list-style-type: none"><li>▪ If an assignment is incomplete, poorly attempted, or not submitted on time, the student will receive a notice requiring a parent signature and an opportunity to complete the assignment.</li><li>▪ Students who turn in the parent-signed notice and completed assignment on time the following school day (refer to EAET form) will receive 60% of the earned grade. Failure to do so results in an Academic Saturday School referral and the assignment will be completed for 50% of the earned grade.</li><li>▪ Upon the fourth and subsequent EAET form (per subject, per grading period), the assignment may be completed for 50% of the earned grade, and the student will be automatically referred to Academic Saturday School.</li><li>▪ Long-term projects may be based on each teacher's rubric for the project, which will include penalties for late work.</li><li>▪ Core academic classes will follow this procedure while Physical Education and elective courses may have exceptions based on their course content.</li></ul></p>
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# Syllabus Acknowledgement Form - Sixth Grade

Please sign and return this entire page to indicate you have seen the syllabus.

Student's Name (please print)

Period

Parent's Name (please print)

Parent's Signature

The best way to contact me is:  At home.      Home Phone \_\_\_\_\_

Home Email \_\_\_\_\_

At work.      Work Phone \_\_\_\_\_

Work Email \_\_\_\_\_

By cell phone.      Cell Phone \_\_\_\_\_



**Complete the section below IF you would be able to come speak about your career or would be willing to serve on our Career Tech Advisory Committee.**

## We need you!

We enjoy it when parents and other professionals come speak to us (the students) about business professions and/or business skills as they relate to other professions (for example, filing or purchasing in a medical office or the importance of computer skills in various positions).

The Advisory Committee **meets only twice a year**. The primary purpose of the committee is to keep parents and career technology teachers aware of changing trends and issues in the workplace and career education, and to offer assistance to teachers in the form of resources, suggestions, guest speakers (yourself or someone else), and volunteering to assist with projects when possible. Meetings are usually brief and held here before or after school. The meeting is a fun time of sharing and usually involves light refreshments. Meetings will be arranged to accommodate as many members' schedules as possible.

This year our business education department is undergoing business and industry review. Please consider serving on the advisory committee.

I would be willing to speak about my career, which is \_\_\_\_\_.  
Job Title \_\_\_\_\_  
Employer \_\_\_\_\_

I would be willing to serve on the Career Tech. Advisory Committee.

My career is \_\_\_\_\_  
Job Title \_\_\_\_\_  
Employer \_\_\_\_\_