

# **Syllabus for Computer Essentials**

(A Semester Course)

**Jessica Fuller, Instructor**

## **Prerequisite:**

No prerequisite is required, however prior keyboarding experience is helpful.

## **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.

## **Course Goals:**

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

## **Course Description:**

Computer Essentials is a semester-long 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, gather information about careers in technology and business, explore computer programming, and learn about financial literacy. Your communication and critical thinking skills will be reinforced through the use of software applications. Simulations and 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 a semester and will roughly follow this outline.

- 1) Internet Safety, Ethics and Technology,
- 2) Keyboarding (typing)
- 3) Desktop Publishing
- 4) Career Awareness
- 5) Workplace skills
- 9) Presentation Software

## **Program Name:**

Business Education / Computer Essentials

## **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 Autauga County Schools grading policy:

|                       |            |  |       |   |       |   |       |   |      |   |
|-----------------------|------------|--|-------|---|-------|---|-------|---|------|---|
| <b>Major Grades</b>   | <b>65%</b> | Tests, projects, portfolio                         |       |   |       |   |       |   |      |   |
| <b>Minor Grades</b>   | <b>35%</b> | Daily work, class assignments, employability grade |       |   |       |   |       |   |      |   |
| <b>Grading Scale:</b> | 100-90     | A  | 89-80 | B | 79-70 | C | 69-60 | D | 59-0 | F |

### **Homework:**

I do not assign homework. Students have more than enough time in class to complete all assignments. If a student is absent, he or she may have to complete make-up work at home.

### **Course Communication:**

You can always find lesson plans in two places online.

- PJHS Teacher Webpage / Jessica Fuller
- Course Schoology Page

All course work is always in Schoology. In the event that you are absent, all assignments are in Schoology.

### **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.

- Rule #1: Do what you are supposed to do.
- Rule #2: Be where you are supposed to be.

### **Procedures for class violations:**

1. Student / Teacher Conference / Verbal Warning
2. Parent Notification (via Parent Square or Phone)
3. Parent / Teacher / Administrator Conference
4. Office Referral

### **Supplies:**

Earbuds: The kind that plugs into a desktop computer please. Please do not bring expensive ones. We will not be responsible for lost or damaged supplies. (no bluetooth earbuds)

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

**Students are responsible for acquiring and completing your make-up work within three days of an absence.** However, you are welcome to ask questions about and get help with any work that you don't understand.

### **Additional Fees**

There is a requested course fee of \$10. This will help cover the tech supplies required for the computer lab as well as ink for the printers that students will be using.

# Computer Essentials / Mrs. Fuller Syllabus Acknowledgement Form – 7th Grade

\*\*\*\*\*Please complete this sheet to indicate you have seen the syllabus and provide contact information. Completion of the back side is optional. Return to Mrs. Fuller.

**Student's Name**

**Parent's Name**

\_\_\_\_\_ (please print)

\_\_\_\_\_ Class Period

\_\_\_\_\_ (please print)

**Parent's Signature** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_

- Course fees of \$10 can be paid on GoFan.

