Syllabus for Computer Essentials

(A Semester Course)
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Welcome to Computer Essentials Class! I am looking forward to working with you!

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
6) Microsoft Word (word processing)
7) Excel (spreadsheets)
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:

Major Grades	**65%**	Tests, projects, portfolio
Minor Grades	**35%**	Daily work, class assignments, employability grade

Grading Scale: 100-90   A   89-80   B   79-70   C   69-60   D   59-0   F

Homework:
Usually no outside homework assignments are associated with this class. However, there may be an occasional assignment or project. Assignments could be composing short stories or letters of various types, or gathering data to use in a spreadsheet or database.

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, points removed from employability grade, 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, a pass to the media center, extra time to explore business simulations and educational games.

Supplies:
You may want to bring earbuds or headphones if you prefer not to use the ones we have in the classroom. 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 and FBLA Membership:
Optional fees for this class include Future Business Leaders of America (FBLA) membership fees which total $20.00. Students in this class are highly encouraged to join FBLA as a requirement of being in this class (according to the state curriculum). However, membership is still optional. Students may be asked to bring additional funds for parties and other events if members do not raise enough money to cover expenses. Students will be introduced to FBLA and asked to join. Students who choose not to join FBLA ("inactive" members) will still be able to participate in and learn from club activities often held within class. Active members will receive the FBLA newsletter/magazine approximately six times a year, the option to attend club meetings before or after school, have their club photo in the yearbook, and can run for an FBLA officer position (President, Vice-President, Secretary, etc). Members will learn about business skills while participating in community service projects and other activities.

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 _____

***The best way to contact me is:

_____ At home.   Home Phone _____

                      Home Email _____

_____ At work.   Work Phone _____

                      Work Email _____

_____ By cell.   Cell Phone _____

I am responsible for course fees of $10 and an optional $20 to join FBLA (Future Business Leaders of America).

I have included the following amount along with this form. $_____
                                                            Amount Enclosed

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

We need you!

We love to have 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 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.

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

_____ I am unable to help at this time.