

# Mt. Eden High School Business and Computer Technology Department

## COMPUTER ESSENTIALS COURSE SYLLABUS

### Course Description

This semester-long "survey" course is an overview of business and computer technology concepts. Course includes introductory units in Keyboarding, Computer Applications, and Computer Literacy as they relate to information technology. In addition, this course prepares students for success in college and careers. Upon completion of this course, students should be able to:

1. Develop a sense of responsibility and pride in work well done.
2. Develop college prep and job skills related to use of computer technology.
3. Understand the need for following instructions, both oral and written.
4. Develop awareness and demonstrate knowledge of keyboarding, computer technology, Business, and college opportunities.
5. Develop and improve professional communication skills, including E-mail and calendar system.
6. Develop and demonstrate entry-level computer application skills (Word, PowerPoint, Excel).
7. Develop and demonstrate entry-level keyboarding skills utilizing industry-standard techniques with acceptable speed and accuracy.

**Classroom Materials, Requirements, Purchases:** All textbooks and classroom equipment will be provided. However, you **MUST HAVE THE FOLLOWING ITEMS IN CLASS EVERYDAY:**

- Flash drive.
- Pen or pencil. **You must have a pen or pencil every day in class!**
- Toolkit Handouts:** stored somewhere convenient and protective like in three-ring binder or folder.

### Attendance & Homework

There will be little or no homework assigned in this class. Assignments are completed in class. Instructional materials are kept in the classroom. Because assignments are completed in class, regular attendance is a major factor in a student's knowledge, achievement level, and grade. If you cannot accomplish the work in class then you must finish it at home or during a free period at school. I am also available to help you with your classwork, many days after school and by appointment, outside of class time.

**IF YOU ARE ABSENT, YOU** are responsible for the work you missed. When you return, you must determine what has been assigned, completed, or is due. All of the assignments, projects, quizzes, tests and mindfulness journal prompts can be found by clicking on the **Work-2-Date** link found on the class web page at: [www.ikitomi.com/MtEden/Essentials.html](http://www.ikitomi.com/MtEden/Essentials.html). and by looking in the sample Organized Binder (at the front of the classroom). Talk to me about your missed assignments. Some assignments will be accepted after the due date but the amount of possible points may be reduced. The key here is your COMMUNICATION—with me!

### Google Classroom

Most assignments will be given and turned in online through Google Classroom. So you must check your email and use Google Classroom and Google Docs to complete some assignments and many others just to turn them in. NOTE: there are two regular weekly assignments to be filled out in Google Docs and turned into Google classroom—your weekly Lifeline (Kick-off questions) and Mindfulness Journal entry.

## Participation & Classwork

Participation grade points include: Lifelines, Keyboarding, Warm-ups, Your On Your Owns (YOYOs), Work Sheets, Assigned Notes, Mindfulness Journal, Attendance, and Behavior. Movie Work Sheets, Attendance, and Behavior points **cannot** be made up/turned in late.

Attendance, and Behavior Participation points (320 points) will be given each quarter for perfect attendance and no tardies. Five points will be deducted for each tardy, and ten points will be deducted for each unexcused absence from class. Being punctual is mandatory for the Business world; tardiness is not only disruptive to the learning process, but sets the tone for poor habits in outside employment. This is a “hands-on” course with many daily demonstrations and classroom assignments. Be here, and be here on time please. ☺

Participation points will be deducted for lack of focus and behavior that disrupts the class. You may earn extra Participation points for being helpful to your fellow students. "Being helpful" does not mean doing someone else's work for them.

## Quizzes & Practical Skill Tests

Most of the quizzes are taken online and are accessible from the class web site. If you wish to improve your score, quizzes may be retaken at any time up until the end of the semester in which they were given. You must inform me if you retake a quiz, so I can correct it and enter your new score. I will keep the highest score that you earn. You must schedule a time outside of class to retake a written quiz or practical skill test.

## Business Environment

The classroom is set up to simulate a professional business office environment. Students are “Employees In-training,” and the teacher is the “Supervisor.” Your “Paycheck” is 5 units, a good grade, and mastery of entry-level technology skills required for work and/or college!

## Grading Information

Letter grades are assigned using the standard percentage system.

100 = A+	87-89 = B+	77-79 = C+	67-69 = D+
95-99 = A	84-86 = B	74-76 = C	64-66 = D
90-94 = A-	80-83 = B-	70-73 = C-	0-59 = F

Quarter 1 or 3		Quarter 2 or 4	
Participation/Classwork	40%	Participation/Classwork	30%
Tests & Midterm	60%	Tests	30%
		Final Portfolio*	40%

**\*A completed Portfolio is required to pass course.**

### Typing Speed Goal for Quarter 1 or 3

20+ nwpm = A
16-19 nwpm = B
12-15 nwpm = C
8-11 nwpm = D
Less than 8 = F

### Typing Speed Goal for Quarter 2 or 4

25+ nwpm = A
21-24 nwpm = B
17-20 nwpm = C
13-16 nwpm = D
Less than 13 = F

**NWPM = net words per minute (after errors are subtracted).  
More than 3 errors (or one error per minute) = disqualification.**

## COMPUTER ESSENTIALS

# CLASSROOM RULES AND GUIDELINES

1. **NO PUTDOWNS** or inappropriate language. Common courtesy and mutual respect is expected of each and everyone. Respect self, others, environment, equipment, and teacher.
2. Say and do only what is good and helpful to others in this classroom.
3. Follow safety procedures at all times. For example, push your chair in when you get up; watch out for others.
4. Cell phones, I-pods, MP3 players, hearing devices such as headphones (including those hidden in hats or hoods) are not to be used or worn in the classroom. Turn them OFF and put them away before the bell rings. If students are found with these items in class, they will be asked to put them away. If behavior continues, Administration will be called to pick up the items and they will be held, by them, until a parent or guardian picks them up for you.
5. **BACKPACKS** are to be stored (gently) under the desk. Backpacks are NOT to be worn while class is in session. Please be careful that you do not pull on any cords while placing your backpack under the desk.
6. Observe the basic rules for all computer labs. **Absolutely NO food, liquids, candy, gum, grooming, or rough handling of the equipment.** It is a school-wide rule that food and drinks are not allowed at student computer workstations. Therefore, students seen with food will be asked to throw it away.
7. Students are expected to work **ONLY** on class work during class time. Make a serious commitment to do your **personal best** each day. Stay focused at all times!
8. The District Internet and Technology Use Policy is strictly enforced!
9. Only one person speaks at a time (usually the instructor).
10. Hall/Bathroom passes will not be issued during the first 10 minutes of class, or the last 10 minutes of class. Never interrupt another teacher's class or go anywhere other than the location approved me (your instructor). Five minutes maximum per pass!
11. All school rules listed in the Student Handbook apply in this classroom.
12. Students are to stay in their assigned seat until the class is dismissed—this is not determined by the bell, but by the instructor.
13. This is your classroom! Keep it neat and tidy by picking up after yourself and others.