

## **Exploring Computers in Business Course Syllabus**

### **Course Description**

This is a nine week exploratory class. Being computer literate is a necessity in this world. This course will cover various aspects of using computers in today's world. The most fundamental component of using a computer, however, is being able to keyboard efficiently. Students will spend the first several weeks of this class learning or improving keyboarding skills. *In addition to keyboarding techniques*, Microsoft Office and Google Apps for documents, publications, and presentations will be practiced throughout the course.

### **Course Objectives**

Upon successful completion of the course, the student will...

1. Execute appropriate computer operations.
2. Demonstrate proper keyboarding techniques and accuracy.
3. Apply appropriate formatting skills using word processing software.
4. Understand various input technologies to accomplish a variety of tasks.

### **Required Course Supplies**

Pencil and/or Pen

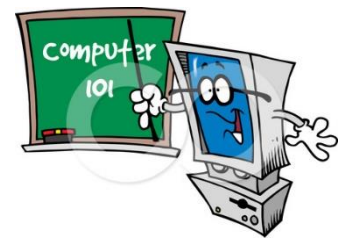
### **Grading**

This course grade is based on *Pass/Fail*, anything above a 60% is passing:

- Daily typing warm ups & lessons
- Timed writing & proper keyboarding technique assessments
- Completion of projects

### **Student Expectations**

- Be critical thinkers and problem solvers
- Be able to communicate (both oral and written)
- Be a leader and collaborate with peers
- Be able to adapt to multiple situations
- Be curious and imaginative
- Take initiative and do your best
- Know when and how to properly use technology



Instructor: Mr. Roger Stone  
School Phone: 573-214-3240, 36140

Gentry Middle School–Room 140  
Plan Time: 11:40am-12:20pm  
E-Mail: rostone@cpsk12.org

### **Classroom Expectations**

- Regular attendance is important for academic success.
- Upon entering the classroom, check the board for bell work and assignments. Your daily learning target will be listed here and you will be required to know the objective.
- Be prepared – bring required materials to class every day.
- Complete and turn in all assignments when due.
- When absent, take the initiative to obtain assignments missed on Schoology.
- Respect the teacher, your peers, and guests to the classroom. Refrain from negative, unkind putdowns.
- The classroom is a gum, food, and drink free environment. Please deposit items in the trash upon entrance to the classroom. (Water in a bottle will be permitted if needed, but must be kept off student desks.)
- The district policy on technology use will be followed and enforced. Unauthorized sites on the Internet should never be accessed at school. Students who are logged on to unauthorized sites on the Internet are subject to loss of Internet privileges, parent contact, and/or administrative referral, as outlined by the districts secondary student handbook.
- Before leaving, students will clean up their area and push chairs under the desk.

***\*Inability to meet classroom expectations will result in a warning, removal from workstation to a separate learning area, parent contact, and/or possible referral to administration.***

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent Preference for Contact: (Phone or E-Mail) – Please write your phone number and/or e-mail address for reference: \_\_\_\_\_**