

9th GRADE BUSINESS COMPUTERS Schiener J

9th Grade Business Computers	
COURSE TITLE: 9th Bus. Computer	TERM: Full-year 19-20
TEACHER NAME: Ms. Schiener	CLASSROOM NUMBER AND EXTENSION: 716-492-9300 ext. 1249 TEACHER EMAIL: jschiener@pioneerschools.org
AVAILABILITY OUTSIDE REGULAR CLASS TIME: Please ask for extra help, if needed, by appointment with me or Help Center after school.	

BE READY, RESPECTFUL, RESPONSIBLE
ACADEMIC HONESTY: THE PIONEER CENTRAL HIGH SCHOOL POLICY WILL BE ADHERED TO IN ALL CASES OF ACADEMIC MISCONDUCT. PLAGIARISM IS A SERIOUS OFFENSE. ALL WORK IS EXPECTED TO BE YOUR OWN, ORIGINAL UNDERTAKING. USING ANOTHER'S WORK, WITH OR WITHOUT THEIR PERMISSION AND ATTEMPTING TO PASS IT OFF AS YOUR OWN IS NEVER PERMITTED AND WILL BE PENALIZED. CONSEQUENCES OF ACADEMIC DISHONESTY WILL BE CONSISTENT WITH THE CODE OF CONDUCT.
STATEMENT REGARDING STUDENTS CONDUCT: PREPARING TO BECOME A GRADUATE OF PIONEER INVOLVES MORE THAN ACADEMIC PREPARATION IN THE CLASSROOM. EVERY DAY YOU NEED TO DEMONSTRATE POSITIVE ATTITUDES AND BEHAVIORS THAT ARE CONSISTENT WITH OUR CODE OF CONDUCT . ALL ADULTS IN OUR SCHOOL WILL BE WATCHING TO SEE THAT YOU ARE DEVELOPING APPROPRIATE BEHAVIOR AND WILL PROVIDE YOU FEEDBACK ON YOUR JOURNEY TOWARD BECOMING WORLD-CLASS CITIZENS.

COURSE TEXT AND OTHER RESOURCES

Textbook: 21 st Century Keyboarding & Information Processing Microsoft Office Applications—Word, Publisher Ultra Key Teacher Webpage: www.pioneerschools.org Click High School then Teacher Tab
Required Supplies Students must have a folder with pockets, and pen or pencil with them for every class. Textbooks and student folders with pen or pencil inside will remain in the classroom. If you would like typing exercises to practice at home, please see me.

COURSE DESCRIPTION FROM PROGRAM OF STUDY

Computer skills are NOT a bonus anymore! They are an EXPECTATION in the workforce and college! This course is a necessary skill for all students. You will learn touch keyboarding skills with eight fingers and without looking. Course emphasis is on word processing and learning how to format basic business documents such as memos and business letters. We'll take the guesswork out of preparing reports that many of your teachers will expect throughout high school.
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LEARNING GOALS OF THE COURSE

- Students will acquire basic keyboarding skills and word processing application skills, with the use of Microsoft Office software.
- **A strong emphasis is placed on proofreading.**
- The course is designed to help students improve their keyboarding speed and accuracy while learning how to format personal and business letters, short reports, and other common business documents.
- By the end of this course, most students will be able to:
 - ✓ type at a minimum speed of 40 wpm with 5 or fewer errors for a five-minute time period
 - ✓ find and correct errors in typed copy so an error-free document is printed
 - ✓ format and key business letters in various styles
 - ✓ format and set up numerous tables
 - ✓ format various types of documents using enumerations
 - ✓ lay out and key a 3-page MLA style report, including Works Cited page
 - ✓ use sentence structure, grammar, and punctuation correctly

GRADING

Assignments will be graded frequently (announced and unannounced). Grades will be based on:

- Typing Tests 1-10 worth 100 points each
- Typing Drills worth 25—100 points
- Keyboarding Performance Exercises worth 25-100 points
- Keyboarding and Format Quizzes worth 25--50 points
- Proofreading Exercises worth 25--50 points
- Word Processing Assignments:
 - ✓ Memos worth 25, 50, or 100 points
 - ✓ Letters worth 25, 50, or 100 points
 - ✓ Reports worth 25 or 100 points
 - ✓ Tables worth 25, 50, or 100 points
 - ✓ Agendas worth 25, 50, or 100 points
 - ✓ Announcements 15-25 points
 - ✓ Table of Contents worth 25-50 points
 - ✓ Other assignments 25-100 points

2nd--4th Quarters—5' Timings worth 100 points

- Half credit will be received for *most* corrected assignments—1st, 2nd, and 3rd Qtrs.

Check Power School for missing assignments and grades

Homework: There may be homework; all incomplete or missed assignments **must** be made up during/after school or at home.

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MAJOR LEARNING ACTIVITIES AND PROJECTS (ASSIGNMENTS MAY CHANGE BASED ON TEACHER DISCRETION):

DATE:	TOPIC:	DUE DATE: (if possible)
1 st Quarter	Typing Tests Keyboarding Practice Typing Exercises Keyboard Quiz	Weekly Daily
2 nd Quarter	Capitalization and Number Rules Memos Postal Address Format Letters Timings	Weekly
3 rd Quarter	Enumerations Reports Tables 2-Page Letters Letter Production Timings	Weekly
4 th Quarter	Agendas Resume Cover Letter Reports Announcements Format Review Timings Final Exam	Weekly Last two weeks of School

MISCELLANEOUS

Future Business Leaders of America (FBLA)
All students taking a business course are automatically eligible to become members of Future Business Leaders of America (FBLA).

FBLA students at Pioneer operate the school store and can attend District, State, and National conferences where they compete with students from other schools in various business skills and topics.

In addition, active FBLA members can receive up to 2 extra points on their final grade each quarter.

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STUDENT/PARENT ACKNOWLEDGEMENT

(PLEASE SIGN AND RETURN TO YOUR TEACHER)

COURSE NAME: 9 th Bus. Computer
TEACHER NAME: Ms. Schiener

WE HAVE RECEIVED A COPY OF THE COURSE SYLLABUS AND HAVE READ, DISCUSSED AND UNDERSTAND THE CONTENT.

PARENT SIGNATURE AND DATE

STUDENT SIGNATURE AND DATE

PRINTED NAME

PRINTED NAME

Please sign and return this page only to Ms. Schiener by Monday, September 9, 2019—5 points.