Ms. Colleen Gunner                                    gunnerc@fultonschools.org
Haynes Bridge Middle School                                      770-740-7030

## 6<sup>th</sup> Grade Business and Computer Science 2012-13

**Course Objective**:
This course is designed to enhance keyboarding skills, computer application skills and to use computers effectively in their lives.  It should also introduce business in the 21st century and provide the connection of computer science and business careers.

**Equipment**:
Dell OptiPlex GX280, HP Laser Centralized Printer, included is a scanner and digital camera.

**Software**:
MicroType Pro 4.0, Microsoft Office 2010, Internet Explorer, Itcenter21, Movie Maker, and Photo Story

**Course Objectives**:
I.   **Computer Fundamentals**
   a.   Indentify computer system components
   b.   Demonstrate computer maintenance and safety
II.  **Careers**
   a.   Develop individual career plans reflecting personal traits and values
III. **Keyboarding**
   a.   Develop keyboarding skills by touch with speed and accuracy
IV.  **Internet**
   a.   Discuss Internet safety and security issues
   b.   Utilize the internet as a resource
V.   **21st Century Skills**
   a.   Develop and model employability skills
VI.  **Computer Applications**
   a.   Utilize word processing software
   b.   Develop and apply basic spreadsheet skills
   c.   Develop and apply basic database skills
   d.   Develop and apply basic desktop publishing skills
   e.   Acquire basic knowledge and skills of multimedia/presentation software

**Grading Scale:**
A = 100-90          C = 79-70
B = 89-80           F = 69-0

**Grading System**:
1. Daily assignments              25%
2. Quizzes                        10%
3. Tests                          15%
4. Class participation            25%
5. Class projects                 25%

**Make-up Policy**:
It is the student's responsibility to ask for any work missed due to an absence from class. Parent/student may request special arrangements and/or assignments on an individual basis for extenuating circumstances. The teacher will provide opportunities to allow students to recover from a low or failing cumulative grade when all work required to date has been completed and the student has demonstrated a legitimate effort to meet all course requirements including attendance. Teachers will determine when and how students may improve their grades. I will be available afterschool until 4:45 each Monday for additional support or lab time for your child to complete their assignments. I am also available in the mornings before school.

**Daily Supplies:**
- Pen or Pencil
- Notebook with paper

**Classroom Rules:**
1. Follow directions the FIRST time they are given.
2. Be in class on time with materials ready to learn.
3. Respect yourself and others with integrity and courtesy
4. Use appropriate language
5. Raise your hand to ask a question
6. Stay on task to complete assignments
7. Keep your workstation clean
8. Follow FCS technology rules

**Discipline Procedures:**
1st offense: Warning
2nd offense: Teacher reprimand, not in agenda, parent contact
3rd offense: Note in agenda, parent contact, and silent lunch/private detention
4th offense   Note in agenda, parent contact, and private detention
5th offense: Parent contact, and public detention
6th offense: Parent contact and office referral

**Parent/Teacher Contact**:
Teacher/parent conferences are by appointment only. I am available during my planning from 8:50-9:40 and 1:45-2:10. I am also available before and after school. If you have any questions or concerns, please contact me at gunnerc@fultonschools.org or by phone by contacting the school office at 770-740-7030. I will return any messages within 1-2 business days.

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Please detach and return this portion to the classroom teacher.

I have read and acknowledge the expectations and procedures outlined for this course.


**Student
Name: (Please Print)** _____

**Student
Signature**: _____**Date**: _____

**Parent
Name: (Please Print)**_____

**Parent
Signature:**_____**Date**: _____

**Phone(H):**_____**Phone(Other):**_____

**Parent
Email:** (**Please Print)**_____