

7th 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. Keyboarding and Ergonomics**
 - a. Reinforce keyboarding techniques
- II. 21st Century Skills**
 - a. Participate in a variety of activities that demonstrate 21st Century employability skills
- III. Careers**
 - a. Examine educational requirements, job responsibilities, employment trends and opportunities in the different career pathways in Business and computer Science.
- IV. 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
 - f. Utilize web page design software
- V. Internet and Internet Safety**
 - a. Demonstrate an understanding of ethic and potential dangers related to the use of the Internet
- VI. Intro to Business**
 - a. Examine career requirements, job responsibility employment trends, and opportunities or careers in business.
- VII. Information Systems**
 - a. Examine career requirements, job responsibility, employment trends, and opportunities for career in networking, programming, and computer science.

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.

Ms. Colleen Gunner
Haynes Bridge Middle School

gunnerc@fultonschools.org
770-740-7030

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) _____