

8th 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. Demonstrate an understanding of 21st century skills such as communication, problem solving, and critical thinking as relates to the business world.
- III. Business Foundations**
 - a. Examine basics of accounting
 - b. Examine basics of risk management
 - c. Examine basics of entrepreneurship.
 - d. Examine basics of networking
 - e. Examine basics of business law.
 - f. Examine basics of marketing.
- IV. Careers**
 - a. Examine educational requirements job responsibilities, employment trends, and opportunities within different career pathways.
- V. Financial Literacy**
 - a. Demonstrate an understanding of economics
 - b. Demonstrate an understanding of personal finance

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 each morning 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.

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) _____