Crews Middle School

MIDDLE SCHOOL COURSE SYLLABUS

COURSE TITLE: Business Computer Science (07.08300)
CAREER PATHWAY: Various CTE Pathways
TERM: 2015-2016 **TEACHER:** Rod Hames **ROOMS: 1.384**
GRADES: 6 **PREREQUISITE: NONE** **LAB PHONE: 770-638-6330**

Email Address **Teacher Website**	@gwinnett.k12.ga.us
Teacher Support	Open Lab help sessions are available after school Tuesdays and Wednesdays in Room 1.551 & 1.547 Other help sessions are available when individual arrangements are made with the teacher

COURSE DESCRIPTION

This semester long course introduces the student to Business and Computer Science concepts. Business and Computer Science Connections classes for 6th, 7th and 8th graders provide instruction in computer applications. The course content includes an introduction to keyboarding, word processing, spreadsheets, databases, animation, career exploration, Internet research and emerging technologies. With teacher supervision, the 8th graders will be using the internet to research and design web site projects. 7th graders will be programming animation projects for the web. 6th graders will be creating fantastic multimedia presentations.

CURRICULUM CONTENT

The entire list of Academic, Knowledge and Skills for each of the following curriculum strands in this course can be accessed through the district web address at www.gwinnett.k12.ga.us

AKS STRANDS	UNITS/TOPICS	
• Keyboarding • 21st Century Skills • Computer Applications • Internet and Safety • Information Systems	• Proper Keyboarding Technique • Goal Setting • Careers in Business and Computer Science • Setting Future Plans – Related to Personal Finance • Problem Solving – STEM Coding Unit • Introduction to Business Fundamentals • Word Processing: • Formatting and Editing a Document • Writing a Business Letter • Spreadsheets and Formulas • Graphing Data • Desktop Publishing • Design and Layout in DTP • Identifying Files Types (PDF, JPG, etc.)	• Converting between File Types • Database Management • Sorting and Searching Data • Multimedia Presentation • Writing a Speech • The Art of an Oral Presentation • Common Mistakes using Visuals • Computer Safety • Living in a Digital World • Using the Internet wisely • Intellectual Property • Four Primary Parts of all Computers • Middle School FBLA

INSTRUCTIONAL MATERIALS AND SUPPLIES

Published Materials	Instructional Supplies
Century 21 Jr.- Input Technologies & Computer Applications , Thomson-Southwestern, By Hoggatt, Shank, & Barksdale (2006).	In order to have each child experience the online content, they will need: • Ear buds

EVALUATION AND GRADING

Assignments	Grade Weights	Grading Scale
Classroom Assessments: Daily Work, Assignments, Quizzes, Vocabulary, Drawings, Notes, Worksheets, Workbooks, Homework Summative Assessments: Projects, Unit Tests, Portfolio, Major assignments, Research Papers Final Exam: Performance Exam & Selected Response Exam	(Based on Local School Approval) Semester Classroom Assessments 40% Summative Assessments 48% SPG Test 2% Performance Final Exam 5% Objective Final Exam 5%	A: 90 and above B: 80 – 89 C: 74 – 79 D: 70 – 73 F: 69 or below Students will not receive a numerical grade over 100, this is not an AP course

OTHER INFORMATION

Expectations for Academic Success	Additional Requirements/Resources
Every student will be expected to conduct him or herself in a manner that does not interfere with the learning process. Just as you expect honesty and integrity from the teacher, I expect the same from you. 1) Respectful of others/positive attitude 2) Active student inquiry 3) Participate constructively as a team member 4) Read and write in content area 5) Learn and utilize course terminology 6) Proof assignments before submission 7) Utilize effective time management skills 8) Challenge yourself to continuously improve 9) Participate in a CTSO if possible	• Media Center Resources • Classroom Resources • Counseling Program Services • Community Support Services • Lab Safety Rules & Procedures • Technology Acceptable Use Agreement/Policy • Student Honor Code • Dress Code and Cell Phone Policies • School Rules & Procedures as outlined in the GCPS Discipline Handbook

MAKE-UP & LATE WORK POLICIES

Make-up Work (Based on Local School Approval)	Late Work (Based on Local School Approval)
When a student has an **excused** absence: - S/he has five (5) school days in which to complete and turn in any missed work. - It is the student's responsibility to see that this is done at the teacher's convenience, outside the regular class period. In other words, it should not interfere with the current classroom instruction. - If the work is not completed within the five (5) days, the student receives a zero (0) for the incomplete work. - The five-day rule does **NOT** apply to long-standing due dates on summative assignments or projects. - In long-standing assignments, it is generally expected that the student would turn in the assignments on his/her first day back to school. - Students absent due to suspension may only make up major assignments (tests, major quizzes, projects, reports, etc.). When a student has an **unexcused** absence: - The student may wish to follow the late work policies to earn **some** credit.	When a student **does not** complete and/or turn in an assignment on time: - S/he has the option of completing the missing work and turning it in within three (3) school days to earn 90% of the maximum credit. - The three-day rule does **NOT** apply to long term projects. - It is solely the responsibility of the student to complete and turn in the late work. The teacher may not remind the student or ask for the work. - Any late work not turned in by the student within three (3) days will be recorded as a zero (0) by the teacher.

CLASSROOM MANAGEMENT & TARDY POLICIES

Tardy Policy (Based on Local School Approval)	Classroom Management Consequences (Based on Local School Approval)
The school -wide policy STAMP (Student Tardy Accountability Management Program) will be used. Tardies are cumulative and not totaled on a class-by-class basis. Tardies will be monitored per semester. All students should report to the STAMP table in the Curriculum Office in building D during the first 10 minutes of class when tardy. The following consequences are implemented at Crews: • 1-3 Warning • 4-5 Two administrative detentions • 6 Two administrative detentions • 7 Saturday School • 8-9 (ISS) In-School Suspension • 10 (ISS) In-School Suspension (2 days)	The teacher is the primary agent in the school to aid in reconciling student behavior with school rules. The assistant principal will intervene when conduct or behavior does not improve **or** when conduct is a major disruption. The following steps will generally be utilized: 1) Verbal Warning 2) Student conference & 15-Minute detention 3) Parent phone call & 30-Minute detention 4) 45-Minute detention 5) Referral to the discipline administrator

• 11+ (OSS) Out-of-School Suspension/Parent Conference	

NOTE

The instructor reserves the right to change the requirements of the course to reflect the educational needs of the class. It is the policy of the Gwinnett County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity or service. If you wish to request an accommodation or modification or to make a complaint due to discrimination in any program, activity or service, contact the Office of Internal Resolution, 437 Old Peachtree Road, NW, Suwanee, Georgia 30024.