

Business Education

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Room #204

Overview:

BU10 Computer Skills and Applications (6th and 7th Grade)

This course is composed of instructional modules designed to provide hands on instruction in basic keyboarding skills, computer concepts and software applications. The software applications include word processing, desktop publishing, presentation software, spreadsheets, and databases. Communication skills and basic mathematical concepts are reinforced in this course.

BU20 Exploring Business, Marketing, and Entrepreneurship (8th Grade)

This middle school course is designed to explore the nature of business in an international economy and to study related careers in fields such as entrepreneurship, financial services, information technology, marketing, office systems technology, public relations and promotion, and travel and tourism. Emphasis is on using the computer while studying applications in these careers along with problem solving and thinking skills. This course contributes to the development of a career development plan. English language arts, mathematics, and social studies are reinforced.

Grading Policy:

Tests 30%
Projects 30%
Quizzes 20%
Classwork/Participation 20%

Grading Scale:

A 90-100	(Superior)
B 80-89	(Above Average)
C 70-79	(Average)
D 60-69	(Below Average)
F 59-50	(Unsatisfactory)

Rules and Procedures:

Classroom Rules

1. Follow ALL rules pertaining to the WWMS CODE of Conduct.
2. Do not bring food or drinks into the classroom.
3. Do not play games unless given permission.
4. Do not unplug or alter any of the computer equipment.

Consequences:

PBIS and Matrix procedures are utilized in this course.
Consequences will vary depending on the severity of the offense.

Late/Missing work:

If a student fails to complete an assignment by the due date, the assignment will be accepted up to three days after the initial due date. Points will be deducted from the final grade.

Absences:

Students who are absent from class are expected to complete any missing assignments, tests, quizzes, etc. It is the student’s responsibility to find out what he/she missed. All assignments will be posted on the class Edmodo and/or Canvas page.

Passwords:

Students will be expected to keep track of usernames and passwords for their online accounts. A recommended course of action is that they write down login information and keep it with their netbook.

Notes:

The notes that are taken in class are to be submitted for a grade. Students who lack internet access/technology at home WILL be given permission to print of their notes at school. This is for the purpose of studying the course material for quizzes and tests.

Homework:

I do not regularly assign “homework”. However, if a student gets behind on classwork, it is his/her responsibility to complete the work on their own time.

Materials:

Students are required to bring their personal netbooks to class each day. In the event of a desktop breaking down, the student will rely on their netbook until it is fixed. It is strongly recommended that students have a pair of headphones to keep with their netbooks.

Please email me with any questions, comments, or concerns at any time during the semester at baucoma@wilkes.k12.nc.us.

PLEASE SIGN AND RETURN THIS PAPER

Make a copy for your records, or, you may request another copy be sent home with your child.

I understand the contents of the course syllabus and agree to follow the rules and procedures set forth by the school and its administrators.

Parent Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____