

6th Grade Foundations of Business Administration

2022 ~ 2023

Teacher's Name:
Ms. Shirley Coleman

What will we study?

- ✓ This course will provide an exploratory foundation in business office administration and support.
- ✓ Standards 1 and 7 are embedded standards with ongoing learning regarding employability skills, career investigation, and career-technical leadership opportunities.
- ✓ Through integrated instructional activities, students will have opportunities to apply employability skills and to research possible career options in the business administration area.
- ✓ They will also complete many hands-on activities to build a strong foundation in integrated software applications and standard office procedures.

Bring everyday:

- ✓ All necessary materials needed for each class session: earbuds. Mask and hand sanitizer are encouraged but optional.

Student Work: Students will be expected to complete all assignments during the class period. No homework will be given in this class; however, any assignment given in class can be completed or practiced at home. Powerup asynchronous learning days will be used for grade recovery and remediation. No new assignments will be given during Powerup days.

All students are expected to read class material, think critically and write effectively. Students are expected to use complete sentences, proper grammar and correct spelling in every written performance.

Materials: Ear buds. **Optional material** (not required) - face mask, hand sanitizer, Kleenex

Group Activities: Students will be working in groups from time to time. Groups will be given cooperative learning activities to complete. Each student will be expected to be an active member of their group and participation points will be assessed accordingly. Students will always be graded as an individual; however, groups may earn points together that will lead to a reward.

Absences: If a student is absent, it is HIS/HER responsibility to get all late work from the teacher and return by the deadline agreed upon by teacher, parent, and student.

Every Grade Counts!

Summative – Tests, Projects, Essays, Extended Discussions.

35%

Formative– Quizzes (15%), Assignments/Classwork (30%), Short Discussions (15%), entrance/exit tickets (5%).

65%

Methodology

A combination of Face to Face, Asynchronous learning, discussion boards, presentations (i.e virtual field trips, labs), videos, cooperative learning, and problem-based learning will be used in this course. The grade of each assignment is based on the prerequisite given for each assignment. Please email the teacher if you have any questions.

Grading information

A- 100-90 B- 80-89

C- 75-79 D- 70-74

F-69 or below

A grade average lower than 70% at progress report will receive a phone call, email, letter home, or ClassDojo notification (at teacher's discretion). Please request a relearn/reassessment on any summative assessment below 70%

Plagiarism, Cheating, and Academic Integrity

Plagiarism is the practice of copying words, sentences, images, or ideas for use in written or oral assessments without giving proper credit to the source. Cheating is defined as the giving or receiving of illegal help on anything that has been determined by the teacher to be an individual effort. Both are considered serious offenses and will significantly affect your reputation. Please refer to the Student Code of Conduct booklet for additional information.

Absent?

- 1st – Inform Teacher if possible
- 2nd – Check the course homepage in Canvas
- 3rd – Text a friend for the notes/class info
- 4th – Turn in missing work within 5 days for every day absent.

Need Help?

- ✓ Ask for teacher help.
- ✓ Check teacher website for apps or websites to practice at home.
- ✓ Ask for grade recovery work if needed.

Teacher Information:

Email: colemsh@richmond.k12.ga.us
Phone: 706-592-3987

School Information

115 Dolphin Way
Hephzibah, GA 30815
Phone: 706-592-3987

Class Rules:

1. Be Respectful of Others. This means to respect the teacher, respect your classmates, respect the school's property, respect all the staff, respect yourself.
2. Be Prepared. Bring Materials. SCMS: Remain (S) Studious, C – Committed, M – Motivate, Strong. Track the speaker, Stay Focused, and Participate!
3. Do Not use Inappropriate Language. Use words that are positive and friendly.
4. No cell phone use in class except when required for an assignment.

Class Procedures:

1. Enter the Face to Face session in an orderly fashion. Sit in your assigned seat.
2. Have all the necessary materials ready for class when you enter. You will not be allowed to go back to the academic class to retrieve things.
3. Pay attention to the directions and follow directions that are given. Ask for help if needed.
4. Complete the assigned task for the day.
5. Do not leave the Face to Face sessions until the teacher dismisses.
6. Plug your 1:1 device up each night before class.
7. Restroom breaks will be given during your academic class. Please use the restroom before you come to Connection's class. Students are allowed 3 emergency restroom passes per month.
8. No student will be allowed out of class the first 10 minutes of class and after 3:30pm.

I have read and understand the rules for this class.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian's Email Address: _____

_____ and/or _____

Student Signature: _____ Date: _____

Parents, please read the syllabus with your child. Make sure that your child understands the contents of the syllabus. Please contact teacher if you have any questions. Please sign and return to your child's teacher by the end of the first week.