Business Education Computer Science
3rd, 4th, 5th, 6th, 7th & 8th grade
McConstant Brigham
Course Syllabus 2019-2020

Course Description and Objectives:
Business and computer science courses are designed to provide students with an introduction to the principles of computer science, keyboarding skills, Internet safety and usage, computer applications, information systems, and business and computer science careers of the 21st century. Students will learn to use computers effectively in their lives, thus providing a connection of computer science and business careers. Students will explore how personality traits and personal values align with career choices. Also, students' personal, professional, and ethical standards of behavior for the workplace will be examined and reinforced in the classroom.

Assignments and Absences:
Students will receive a variety of assignments designed to enhance their learning. If a student is absent, the student is responsible for the missed assignment. Students who have an excused absence will be allowed five days to turn in the missed assignment. Assignments turned in after days are subject to penalty. Parents may access all assignments and grades through the Infinite Campus Parent Portal at http://www.rcboe.org/ see the menu on the right side or go to the parent page.

Evaluation:
Refer to Grading Policy on the reverse side.

Unit/Concept Names
● Keyboarding ● Computer Fundamentals ● Internet ● Careers ● 21st Century Skills ● Intro to Computer Applications ● Entrepreneurship ● CTAE Foundational Skills ● Writing ● Intro to Coding

Classroom Procedures & Expectations:
1. Enter the classroom quietly, prepare for class, follow the assignment posted or teacher's directions.
2. If you are tardy, you must have a pass from a teacher or administrator, and sign the tardy notebook.
3. No food or drinks are allowed in the classroom; this is a computer lab.
4. You are expected to have all of your required course materials ready for class-every day.
5. During class, raise your hand and I will come to you. Wait patiently and I will get to you.
6. During intercom announcements be quiet and listen. Only the teacher talks over the intercom.
7. For security reasons, the door will remain closed and locked unless directed by the teacher.
8. During emergency situations remain calm, quiet, and follow the directions of the teacher.
9. Wireless mobile technology (cell phones) will be turned off and out of sight unless directed by the teacher.
10. For student privacy, no student may record the class in any way, such as photo, audio, or video.

Course Materials:
Students are <u>required</u> to always have headphones/ear buds, pen/pencil, and paper/notebook for class. Students will maintain all completed work in a class folder provided by the teacher

Educational web sites that use teacher managed account access (Not Inclusive):

https://www.typing.com   https://quizlet.com/subject/techbow/   https://learn.aeseducation.com/
https://platform.everfi.net   https://login.microsoftonline.com   https://www.khanacademy.org/

http://quizizz.com/join/   https://www.socrative.com   https://gpb.pbslearningmedia.org

https://studio.code.org   https://www.codemoji.com   https://scratch.mit.edu

http://www.izzit.org

Evaluation (Grading Policy)

Summative Assessments 40% (Unit Tests, Projects)
Formative Assessments 30% (Quizzes, Group Work if applicable, etc.)
Homework/Keyboarding/Portfolio 20%
Participation 10%

Teacher Contact:
Phone: Ms. M. Brigham
Email: BrighMc@richmond.k12.ga.us

Conferences and After School Tutoring:
Pease call to schedule a conference or arrange tutoring. Conference Times: 7:10 - 7:20 or 2:30 – 3:00

FREEDOM
PARK SCHOOL

Course Syllabus & Grading Policy Quiz

Test Your Knowledge:

1. What do you expect to learn in this course?

2. Why is it important to ask questions if you do not understand the course syllabus and grading policy?

3. How do parents and students view assignments and grades online?

4. Who has permission to talk to the intercom?

5. Under what conditions can a student use their wireless mobile technology?

6. When can a student record audio or video, or take pictures in class?

7. What are the three graded categories and their percentage weights?

8. What are three examples of assignments that will be graded under the skills category?

9. Under what circumstances can I makeup missed work?

10. Why is it important for both students and parents to understand the course syllabus and grading policy?

By signing below, I acknowledge that I have read and understand the Course Syllabus and Grading Policy and parent gives consent for their student to access the educational sites listed on the syllabus and teacher's web site.

Student Name _____Student Signature _____Date _____

Parent Name _____ Parent Signature _____ Date _____

Contact Phone Numbers: _____, _____