

## Course Syllabus 2020-2021

### Course Description and Objectives:

Business Administration courses are designed to provide students with an introduction to the principles of foundational employability skills, computer principles, computer management, digital citizenship, software integration, business communications, and business marketing. 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. Students who successfully complete this course will be prepared for the following pathways upon entering high school: Business & Technology and Health Information Technology.

### 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.

### 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 the office, a teacher, or an administrator.
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 and supplies 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 required to always have headphones/ear buds, pen/pencil, and paper/notebook for class. Students will maintain all completed hardcopy classwork in a folder provided by the teacher.

### Educational web sites used in this course (Not Inclusive):

<a href="https://login.microsoftonline.com/">https://login.microsoftonline.com/</a>	<a href="https://learn.aeseducation.com/">https://learn.aeseducation.com/</a>	<a href="https://www.learning.com/">https://www.learning.com/</a>
<a href="https://quizlet.com/subject/techbow/">https://quizlet.com/subject/techbow/</a>	<a href="http://quizizz.com/join/">http://quizizz.com/join/</a>	<a href="https://platform.everfi.net/">https://platform.everfi.net/</a>
<a href="https://www.socrative.com/">https://www.socrative.com/</a>	<a href="https://www.typing.com">https://www.typing.com</a>	<a href="https://www.khanacademy.org/">https://www.khanacademy.org/</a>
<a href="https://studio.code.org/home">https://studio.code.org/home</a>	<a href="https://www.codemoji.com/">https://www.codemoji.com/</a>	<a href="https://scratch.mit.edu/">https://scratch.mit.edu/</a>
<a href="https://www.codeforlife.education/">https://www.codeforlife.education/</a>	<a href="https://codecombat.com/">https://codecombat.com/</a>	<a href="https://www.brainpop.com/">https://www.brainpop.com/</a>

### Teacher Web Site:

<https://www.rcboe.org/Domain/2087>

### Conferences and After School Tutoring:

Pease call to schedule a conference or arrange tutoring. Conference Times: Before 8:30 and after 4:30

### Teacher Contact:

**Phone:** Mr. Bowman, 706-821-2766

**Email:** [bowmate@richmond.k12.ga.us](mailto:bowmate@richmond.k12.ga.us)

## **Grading Policy 2020-2021**

### **Academic Skills – 50%**

These formative assessments consist of work samples, notes, worksheets, research, quizzes, mini-projects, web-based activities, reflective writing, career activities, vocabulary, homework, employability skills, and extra credit. These assessments will normally be completed in class. Students typically work individually, but may be grouped in certain instances. Grading is based upon the type of assignment.

### **Projects – 25%**

These summative assessments are the result of computer applications projects. These assessments will normally be completed in class. Students typically work individually, but may be grouped in certain instances. Grading is based upon a project rubric.

### **Tests – 25%**

These summative assessments are administered after a unit of study. Tests will be completed in class. Students work individually. Tests are typically multiple choice and grading is based upon the percentage of correctly answered questions. Under some circumstances a failed test may be reattempted.

### **Make-Up Work**

Students will be allowed to make-up class work for excused absences when requested. Please understand that this course is based upon classroom activities and projects and therefore cannot easily be completed at home without a computer and internet access. Students must ask the teacher for the make-up work. Students assigned to In School Suspension (ISS) can complete make-up assignments—the student must ask the ISS teacher for the assignment.

### **Alternative Assignments**

In unique situations, the teacher may assign students alternative textbook assignments, computer-based assignments, worksheets, vocabulary and/or essays to complete in place of regular assignment (will have parent coordination).

Essays consist of writing about a technology topic agreed to by the teacher and student. The essay must be written, at least two full pages in length (single spaced), and must follow the format— introduction, body, conclusion, and follow agreed upon standard writing strategies (i.e. argumentative, persuasive, informational).

**Failure to comply with written and verbal directions, technology usage policy, and safety rules may result in academic failure of the activity or project.**

**Cheating will not be tolerated and will result in academic failure of the activity, test, or project.**

### 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 office over the intercom?
5. Under what conditions can a student use their wireless mobile technology (cell phone)?
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 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 the parent gives consent for their student to access the educational websites listed on the course syllabus.**

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_