

# BTA Syllabus

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## Business Technology Applications

Business Technology Applications is a one-credit course designed to help students master basic skills in the areas of word processing, database management, spreadsheet, presentation, Internet, and E-mail. Students are also offered opportunities to identify ethical issues pertaining to information systems and to gather information about careers in technology. Communication and critical thinking skills are reinforced through the use of software applications. Simulations and projects promoting teamwork and leadership skills offer further opportunities for application of knowledge and skills. Culminating products include **MOS Certification** upon student readiness and online portfolio in the **Alabama Career Planning System** (<http://www.alcareerinfo.org/>).

## Lab Fee

The \$20 lab fee will buy the consumable supplies needed for each student. This will also give them printing privileges for other class coursework.

## Supply List

Paper, pen, pencil, and inexpensive earbuds

## FBLA

Future Business Leaders of America (FBLA) is a co-curricular component of the Business/Marketing program. Although FBLA membership is completely voluntary, it enhances classroom instruction, develops leadership skills, and provides opportunities for professional growth and service. Meetings and service projects will be announced and conducted after school or during Patriot Path. FBLA membership is \$20.

## Instructional Philosophy

The instruction will be heavily laboratory/application-based. Students will be expected to get help from classroom peers and instructor to complete daily assignments.

## Google Classroom and Gmail

Google Classroom and Gmail is used to list classroom assignments and provide necessary school communications. Each school day, students will log into Google Classroom, Gmail, and iNow to receive their daily assignments, receive direct instruction from teachers and BJHS, and view/verify their grades. If absent, Google Classroom can be used to find assignments missed during an absence. Google Classroom is accessible at <https://classroom.google.com>, and students must log on with their school network credentials.

## Grading

Student attendance is *extremely important* since classwork is graded daily. Daily classwork assessment will be based on individual completion of assignments, projects, and demonstration of skills. Test assessment will consist of the same. Tests will include a combination of written (multiple choice, short answer, essay) and production based questions. Grade averages are calculated from the two categories below.

Daily Grade	30%
Test	70%

## Make Up Work

Make up work is the responsibility of each student, and the guidelines in the Student/Parent Handbook are strictly enforced. One week will be the maximum time allotted for any make up assignments. If needed, students may make up work in class, or at home using **VMware View Client**.

## VMware View Client

It is highly recommended that you download and install **VMware View Client** on your home computer. **VMware View Client** will give you access to your school desktop, so you can access all the necessary applications and network folders. Go to [www.madisoncity.k12.al.us](http://www.madisoncity.k12.al.us) and click the **Students** button to learn more.

## InformationNOW (iNow)

Students are required to keep up with their daily grade average in this class. From time to time, I will require students to log into iNow to show me their grades. If they cannot do this, they will receive a zero for this assignment. While checking grades, if any assignments are missing grades, students should inquire if they can be made up. The date for the assignment will correspond with the date in Google Classroom. Assignment instructions can then be found and followed in Google Classroom. More information about iNow can be found by clicking the **Parents** button on the school system's website (<http://www.madisoncity.k12.al.us>).

## Homework

I will not assign any homework. You may, however, work on any other homework assignment once you have completed my daily assignment. Please bring everything you might need in class with you. I will not allow you to go to your locker during class.

## Hall/Restroom Passes

You will get only three hall/restroom passes each semester. Go to the restroom before or after class!

## Computer Guidelines

The BJHS's policy for computer usage is located in the Student/Parent Handbook and is strictly enforced. Madison City School's Acceptable Use of Computer Technology Policy is also enforced. Students who misuse BJHS's computers are subject to denial of computer usage, detention, suspension, and/or expulsion.

## Personal Device Guidelines

1. Under no circumstances are personal devices to be wired to the school network.
2. Students may not print from their personal device.
3. No discs, flash drives, jump drives, or anything else that one might stick into a computer may be put into a school computer.
4. Personal devices are not required nor recommended for this course.
5. However, personal devices may be used during class if the teacher feels it is beneficial to the lesson.
6. Personal devices and earbuds will not be used to listen to music or any other non-academic activities during class.
7. If I ask you to put your personal device away, you will do so--just as I might ask you to put something else away that is distracting or inappropriate.
8. Personal devices will remain in the student's bag until I tell you that it is appropriate for you to use it.
9. Neither the teacher, nor the school is responsible for broken, stolen, or lost personal devices.
10. Instructions for network access of personal devices can be found by clicking the **Students** button on the school system's website (<http://www.madisoncity.k12.al.us>).

## Photo Release and BTA Syllabus Signature Page

Parents:

Our Career/Technical students produce amazing projects in our classrooms. I would like to have your permission to allow your child to be included in photographs which may be used in brochures, presentations, websites, and bulletin boards to promote the Business and Marketing Department of Bob Jones High School. Please complete this **Photo Release and BTA Syllabus Signature Page**, and return to me. Also, please be sure to include an e-mail address so we can stay in contact this year.

Sincerely,  
Chuck Rutledge  
Business/Marketing Education

I authorize Bob Jones High School to photograph the image of my child for use by Bob Jones High School in research, educational, and promotional programs. I understand and agree that these print images may be edited, duplicated, distributed, reproduced, and/or reformatted in any form and manner without payment or compensation.

I hereby do not authorize Bob Jones High School to photograph the image of my child.

My child, \_\_\_\_\_, and I have read and understand the course syllabus for **BTA**.  
**Print Student's Name**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Parent/Guardian's Signature**

\_\_\_\_\_  
**Parent/Guardian's E-mail Address**