

8th Grade Computer Literacy

Course Syllabus

Mrs. Golden

BUSINESS & COMPUTER
SCIENCE TEACHER

Course Description & Standards

Students will see a new look to the Business and Computer Science program at Thomas County Middle School this year. You will be exposed to a variety of technological experiences with the goal of understanding how to apply current technology skills to real world problems.

To begin our nine week adventure, we will start with a review of basic techskills. We will review the basics of logging into a network, setting up folders, saving files, Internet Safety, and much more. We will also review computer parts and maintenance, peripherals, basic terms, and correct keyboarding technique. In addition, we will utilize computer applications such as Microsoft Word, Excel, and PowerPoint to complete business-related projects along with discussions about careers and entrepreneurship in the area of business and computer science.

Some of the Standards Covered in this Course:

- MSBCS-BCSII-1—Students will reinforce keyboarding techniques.
- MSBCS-BCSII-2—The student participates in a variety of activities that demonstrate 21st Century employability skills.
- MSBCS-BCSII-3—The student will examine educational requirements, job responsibilities, employment trends, and opportunities in the different career pathways in Business and Computer Science.
- MSBCS-BCSII-4—The student will utilize word processing software.
- MSBCS-BCSII-5—The student will utilize spreadsheet software.
- MSBCS-BCSII-6—The student will utilize database software.
- MSBCS-BCSII-7—The student will utilize presentation/multimedia software.
- MSBCS-BCSII-8—The student will utilize web page design software.
- MSBCS-BCSII-9—The student will utilize desktop publishing software.
- MSBCS-BCSII-10—The student will demonstrate an understanding of ethics and potential dangers related to the use of the Internet.
- MSBCS-BCSII-11 & 12—The students will examine career requirements, job responsibility, employment trends, and opportunities for careers in business and in networking, programming, and computer science.

Classroom Management

1. *Work **hard** and try to go **beyond** teacher expectation.*
2. ***Listen** carefully and follow directions.*
3. *Use **time wisely**.*
4. *Have **great respect** for others and property. Follow the "Golden Rule."*
5. *Cell phones, mp3 players, tablets, or other mobile devices should only be out when your teacher has given permission.*
6. *Do not change any computer settings unless instructed to do so.*
7. *Food, drinks (including water bottles), gum, candy, hairbrushes, and makeup should remain in your bookbag at all times. These items are not allowed in the computer lab.*
8. *Only print when instructed to do so.*

GRADING POLICY:

Projects/Tests/Quizzes	60%
Daily Work	40%
TOTAL	100%

GRADING SCALE:

A	90-100
B	80-89
C	70-79
F	0-69

SPECIAL POINTS OF INTEREST:

- *My email address is: dgolden@rose.net*
- *My planning period: 9:30-10:00 & 12:45-1:30 on Monday, Tuesday, & Friday; 9:30-10:00 & 1:00-1:30 on Wednesday & Thursday*
- *My website is: <http://www.thomas.k12.ga.us/olc/teacher.aspx?s=2>*
- *Please call the front office to schedule a conference at (229) 225-4394*
- *I am available after school when scheduled in advance.*

