

Mr. R. Kirin Bartow High School Room 506
 Computing for College and Careers
 2007-2008 Course Syllabus Business Department 1 Credit

COURSE DESCRIPTION: This course is designed to provide a basic overview of current business and information systems and trends and to introduce students to the basics and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications, so that they may be used as communication tools for enhancing personal and work place proficiency in an information-based society. This also includes proficiency with computers using databases, spreadsheets, presentation applications, and the integration of these programs using software that meets industry standards. After successful completion of this core course, students will have met Occupational Completion Point - Data Code A, Information Technology Assistant, SOC Code 43- 4000.

Course objectives

Information systems

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance

Workplace communications

02.0 Demonstrate comprehension and communication skills

03.0 Use technology to enhance the effectiveness of communication skills

Management

04.0 Develop an awareness of management functions and organizational structures as they relate to today's workplace and employer/ employee roles

05.0 Practice quality performance in the learning environment and the workplace

06.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance

Mathematics and finance

07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance

Job readiness and career development

08.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals

09.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals

Human relations/interpersonal skills

10.0 Demonstrate human relations/interpersonal skills appropriate for the workplace

Administrative procedures

13.0 Perform functions and responsibilities to accomplish job objectives and enhance workplace performance

Network/software support

41.0 Perform e-mail activities

42.0 Demonstrate operating systems

Information technology

67.0 Develop an awareness of emerging technologies

Grading Policy:

Required Task	Approximate Percentage of Grade	BHS Grade Scale
Worksheets	20%	90%-100% A
Quizzes/Exams	50%	80%-89% B
Class Participation	10%	70%-79% C
Homework*	10%	60%-69% D
Daily Work/Organization	10%	60% or less F

Class participation includes group work and response to oral examinations

Daily work includes seat work and correction of test/worksheets

Grades are available on line via parent viewer – options – Call, E-mail, Grade sheet or parent conference.

* Due on the date assigned at the beginning of class.

TEXTBOOK/ RESOURCES – Micro type Pro - World Of Work – Micro Soft Office Templates
Appropriate chapter and unit worksheets
The appropriate school club for this class is FBLA – Future Business Leaders of America

CLASS EXPECTATIONS AND REQUIREMENTS

- This is a business class; students are expected to practice businesslike dress and behavior.
- **Unexcused** absence will result in loss of daily participation points.
- Suspension or removal from class for inappropriate behavior will result in loss of daily participation points
- Improper use of class equipment will not be tolerated
- Presentation of work from others – represented as your own – will equal a zero for the assignment – for both parties (see code of conduct 5.02)
- NOTE: all class behavior, including the above will be processed in accordance with the current Polk County Code of Student Conduct. This includes any 9th grade center rules as applicable.
- “In class on Task” includes no heads down or eyes closed during class; be an active note taker during lectures; participate on group and seat work; no headsets or “entertainment” devices to be used during class!
- Ahead of your classmates on a test or worksheet? : READ! You are encouraged to use class appropriate material or work from other Bartow High classes per my review and approval.

Additional information

Students may use hand held calculators at any time in class. Cell phones are not to be used as calculators at any time in class. Students may submit extra credit work if all regular assignments are completed. Extra credit will not be used as a substitute for missing work! Make up work is the responsibility of the student. When you return to class, make sure you get a list of all make up work. Seat work and worksheets from the day you are absent will be handed out after the current days work is complete. Makeup is due the next class.

Exceptions: Prolonged absence or assignment to an alternative school will be dealt with as needed.

Contacts

I am available at Bartow High at (863) 534-7400 or at (863) 324-7891
Email – Ronnie.Kirin@polk-fl.net

ATTEND – PARTICIPATE – PRODUCE

Student Name _____

Student Signature _____

Parent/Guardian _____

Parent Guardian Signature _____

Parent phone or E-mail Contact _____