

Hopewell Middle School

7th grade Business & Computer Science

Course Syllabus

Teacher	Dr. Lindsay Rock	Room	A152
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Teacher Web Page	https://portal.office.com/ (see log-in instructions below)		

Course Description

Using project-based instruction, student will be introduced to the principles of business in the 21st century while refreshing their keyboarding skills. This course will also help students use computers effectively in their lives, thus providing a connection of computer science and business careers. The goals of this course is to provide all students with an introduction to the principles of computer science, Internet safety, computer applications, 21st century skills, networking and programming, and business and computer science careers.

Course Standards

MSBCS-BCSII-1 Reinforce keyboarding techniques

MSBCS-BCSII-2 Participate in a variety of activities that demonstrate 21st century employability skills

MSBCS-BCSII-3 Examine educational requirements, job responsibilities, employment trends, and opportunities in the different career pathways in Business and Computer Science

MSBCS-BCSII-4 Utilize word processing software

MSBCS-BCSII-5 Utilize spreadsheet software

MSBCS-BCSII-6 Utilize database software

MSBCS-BCSII-7 Utilize presentation/multimedia software

MSBCS-BCSII-8 Utilize web page design software

MSBCS-BCSII-9 Utilize desktop publishing software

MSBCS-BCSII-10 Demonstrate an understanding of ethics and potential dangers related to the use of the Internet

MSBCS-BCSII-11 Examine career requirements, job responsibility, employment trends, and opportunities for careers in business

MSBCS-BCSII-12 Examine career requirements, job responsibility, employment trends, and opportunities for careers in computer science

Assignments and Points

Assignment Name	Points Possible	Due Date
Discussion 1	20	Oct. 13
Word Flyers (4 flyers, 10 pts each)	40	Oct. 18
Word Quiz 1	20	Oct. 18
Word MLA Style Research Papers (3 papers, 10 pts each)	30	Oct. 24
Word Quiz 2	20	Oct. 24
Word Business Letters (3 letters, 10 pts each)	30	Oct. 27
Outlook Email (2 emails, 10 pts each)	20	Oct. 31
Word Quiz 3 (includes questions about Letters and Email)	20	Oct. 31
Word Processing Documents Project (3 documents)	150	Nov. 3
Discussion 2	20	Nov. 3
Excel Spreadsheets w/ Charts (2 spreadsheets, 10 pts each)	20	Nov. 8
Excel Quiz 1	20	Nov. 8
Excel Spreadsheets w/ Formulas & Functions (2 spreadsheets, 10 pts each)	20	Nov. 13
Excel Quiz 2	20	Nov. 13
Discussion 3	20	Nov. 13
Excel Retail or Million Dollar Spreadsheet	100	Nov. 17
Access Databases (3 databases, each worth 10 pts)	30	Nov. 30
Access Quiz	20	Nov. 30
Access Database Project	60	Dec. 7
Discussion 4	20	Dec. 7
PowerPoint Slideshows (2 slideshows, 10 pts each)	20	Dec. 11
PowerPoint Advanced Slideshows (2 slideshows, 10 pts each)	20	Dec. 14
PowerPoint Quiz	20	Dec. 14
Discussion 5	20	Dec. 14
Discussion 6	20	Dec. 21
Final Project	200	Dec. 21
TOTAL POINTS POSSIBLE	1000	

All course material/assignments/projects will be online.

Go to portal.office.com and log-in with ID@festu.org as the username and DOB as the password in the format MMDDYYYY.

All assignments will be “turned in” online, unless otherwise stated in the instructions for that particular assignment/project.

All Discussions must be completed in schoology.com. Log-in with ID@festu.org as the username and DOB as the password in the format MMDDYYYY.

Evaluation and Grading

This course has a total of 1000 possible points.

900+ points earned = A (90-100%)

800-899 points earned = B (80-89%)

700-799 points earned = C (70-79%)

699 and below points earned = F (69% and below)

Expectations for Academic Success

- 1) Complete daily assignments, projects, quizzes, and discussions on time.
- 2) Participate constructively as a member of this class.
- 3) Problem solve and accept challenges.
- 4) Challenge yourself to continuously improve.