

Introduction to Business Communications and Technology (IBCT)
7th Grade Semester Class
Mrs. Brenda Hart
2015–16

TEXTBOOK and SOFTWARE USED:

Applied Computer Keyboarding, 6th Edition, Cengage Learning (*classroom set only – students will not be assigned a textbook – work station textbooks may not be removed from classroom*); MicroType 5 and Microsoft Office 2007. We will also be using Typing.com, an online typing tutor, to review the alphanumeric keys. This will also allow students to complete practice lessons at home.

REQUIRED MATERIALS: These items are needed every day! *Needed: Donations of Kleenex gladly accepted & distributed in classroom. Hand sanitizer & disinfectant wipes provided.*

- ◆ Three-Pronged Pocket Folder (*to be left in classroom*)
- ◆ Pen (*blue or black ink only*) and pencil

CLASSROOM RULES:

1. Students are to be in their assigned seat/location when the tardy bell begins to ring.
2. Bring required supplies to class every day.
3. No teasing, put-downs, or rude gestures toward others.
4. Keep hands, feet, and other objects to yourself.
5. Follow teacher's directions and the Bryant Student Handbook rules.

Minor disciplinary problems will be documented by the teacher who will be using the Assertive Discipline Policy found in the Bryant Student Handbook: 1st - verbal warning, 2nd -parent notification, 3rd - teacher assigned one-day detention with parent contact, 4th - teacher assigned two-days detention with parent contact, 5th – office referral to assistant principal.

CLASSROOM PROCEDURES:

- ◆ Students are not allowed to eat or drink in the technology classroom; this includes candy/gum.
- ◆ Students will need to take care of personal matters such as visits to the restroom and water fountain before class. No personal grooming in class. Each student receives 4 *emergency* restroom passes.
- ◆ Students are responsible for requesting and making up all written assignments missed due to excused absences in a timely manner per Bryant Student Handbook. It is the student's responsibility to view the posted assignments on Google Classroom. After the student joins my class on Google Classroom, he/she will be able to view daily work and retrieve documents that they will need to complete assignments.
- ◆ Students are to follow the Bryant Student Handbook for computer system/Internet usage. In addition, the following teacher and classroom policies apply:
 - Students will be accessing the Internet every day as it pertains to course work. Internet site access must be relevant to the class assignment. 1st offense – 1 day detention.
 - System computer games (i.e. solitaire, hearts, pinball) or downloaded computer games are not to be accessed or played on school computers. 1st offense – 1 day detention.
 - Personal e-mail accounts may not be accessed. Teacher permission must be given to use the District student e-mail account for academic purposes. 1st offense – 1 day detention.
 - Students may not download any files unless permission is given by the instructor. 1st offense – 1 day detention.
- ◆ The work station area needs to be clear of all non-essential items (backpacks, additional textbooks, purses, clothing, gym bags, etc.). These items must be stored under the work station, not in between students or aisle way. Students are not allowed around printers or any computer not assigned to him/her.

- ◆ Upon entering the classroom, students are to pick up his/her IBCT folder from designated spot in the back of the room. Log in to student computer and using Google Chrome as browser, students will login to their Google account and go to my IBCT class in Google Classroom. After joining my IBCT class, students will be able to retrieve their daily warm up and daily assignment as well as view important announcements. Folders will be returned to designated area at the end of class.
- ◆ Students are not to roll in chairs, constantly adjust chairs up and down, or spin the base of the chairs.
- ◆ Students are to continue working until instructed to stop. If finished with the day's assignment, additional review lessons/practice drills are available through MicroType or keyboarding websites.
- ◆ Students are not to change any settings on the computer without teacher permission – 1st offense is one day of detention and possible loss of computer privileges.
- ◆ Students are to remain seated at all times until dismissed by the teacher at the end of class. It is the student's responsibility to logout and leave the computer work station in order.
- ◆ Students are not to abuse equipment, textbooks, or materials. Report any problems at his/her work station or computer at the beginning of class. Magnets are not allowed near computer monitors.

EVALUATION:

See the IBCT Outline for specifics on grading. A district progress report will be given to every student at 4 ½ weeks. Students are required to return the district progress report with a parent signature within five (5) school days of receiving the report or one day of detention will be assigned.

TEACHER CONTACT:

My preparation time is **1st period**, and I may be reached at **(501) 847-5651** during this time. You will need to leave a voicemail if calling during instruction time. My school e-mail address is as follows: **bhart@bryantschools.org**. My teacher website can be found at **mrsbhart.weebly.com**.

All assignments and projects completed using a class computer **must be saved in the student's home directory** (save early, save often) for documentation and have a complete heading including student's name, specific assignment description, and date. When two or more assignments are handed in together, assemble work in the order assigned and staple in the upper left-hand corner. Points will be deducted for papers without headings and improperly assembled.

DO NOT DETACH

I have read the course syllabus for **IBCT** and understand the requirements and procedures for this course. The instructor will keep this signed sheet on file; a color copy of the syllabus will be provided to the student and must remain at the front of the student's IBCT class folder at all times for reference.

Student Signature	Date	Parent Signature	Date
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Parent(s): Please let me know how to contact you. Place a check in the box for your preferred method.

- Home Number: _____
- Cell Number: _____
- Work Number: _____
- E-mail Address: _____

Parent Name(s) – please print _____

Student's Name – please print _____