

# Welcome!

2015-16 School Year



## Bryant Middle School

Mrs. Brenda Hart

7<sup>th</sup> Grade IBCT



# Agenda/Topics to Be Covered

- ◆ Course/Grading Outline
- ◆ Make Up Work Policy
- ◆ Classroom Rules
- ◆ Classroom Procedures
- ◆ Parent Letter/IBCT Syllabus
- ◆ Join FBLA



# Course Outline

## Introduction to Business Communications Technology (IBCT) – one-semester course

- Designed to provide students with the necessary foundation skills to be successful in a technology enriched world. Word processing skills will be expanded as well as the introduction to basic spreadsheet functions and manipulation
- Quick review of alphanumeric keys—you should already know how to type using proper technique
- Designed to provide the skills and knowledge necessary for entry-level employment for business careers
- College/Career readiness



# Grading Outline

<b>Touch Typing Review</b>	Points will be given for lessons completed (Using Typing.com and/or Microtype5)
Technique	Five main positions of posture at the keyboard
Quizzes/Tests	Varied times throughout course
<b>Standards Covered</b>	<i>Ownership &amp; Ethics in the Business World</i> <i>Online Living (Internet Usage)</i> <i>Computer Basics</i> <i>Text Formatting</i> <i>Document Formatting Skills</i> <ul style="list-style-type: none"><li>● <i>Memorandums &amp; Emails</i></li><li>● <i>Unbound Reports</i></li><li>● <i>Personal/Business Letters</i></li></ul> <i>Formatting Columns and Tables</i> <i>Spreadsheet Basics</i>



# Make Up Work

It is the student's responsibility – not the teachers

- Check Eschool to see what you are missing
  - “Z” – missing work
  - “X” – exempt from assignment
  - “BLANK” – teacher has not had time to enter grade
- All assignments posted on Google Classroom
- When in doubt, ask me! But check Google Classroom first!
- Complete missing assignments before 4 ½ week grades
  - “Z” becomes a “0”
  - Too late to make up work
- No access to computer at home
  - After school – make prior arrangements with teacher



# 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 (pen/pencil and folder).
3. No teasing, putdowns, 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.



# Classroom Rules, Continued

Minor disciplinary problems will be documented by the teacher who will be using the Assertive Discipline Policy found in the *Bryant Student Handbook*:

1<sup>st</sup> – verbal warning

2<sup>nd</sup> - parent notification

3<sup>rd</sup> - teacher assigned one-day early morning detention with parent contact

4<sup>th</sup> – teacher assigned two-days early morning detention with parent contact

5<sup>th</sup> – office referral to assistant principal



# Classroom Procedures

1. No food/drink allowed in technology classroom (includes candy/gum)
2. Each student receives 4 *emergency* restroom passes
3. Make up work is the student's responsibility NOT the teacher's
  - Check Google Classroom
  - Check Eschool
4. Follow Student Handbook regarding computer system/ Internet usage policy
  - Internet used for educational purposes only
  - Must have teacher's permission as it pertains to course work
  - Internet site must be relevant to class assignment (1<sup>st</sup> offense— one day of EMD)
  - No computer games (1<sup>st</sup> offense— one day of EMD)





# Classroom Procedures, Continued

- No personal email accounts. Teacher permission must be given for District student e-mail access for academic purposes only (1<sup>st</sup> offense—one day of EMD)
- Do not download any files unless permission is given by teacher
- 5. Keep work area neat
  - Pen/pencil, folder, keyboarding textbook
  - Store personal items on floor under the workstation —**NOT** in aisle way
- 6. Not allowed around printers or any computer not assigned to you
- 7. Upon entering classroom
  - Retrieve IBCT folder
  - Log in to computer



# Classroom Procedures, Continued

- Use Google Chrome as your browser, go to Google Classroom, click on my class to view daily warm up and daily assignment, as well as important announcements
- 8. When teacher is talking, student is **NOT** typing or talking
- 9. Do not roll in chairs, constantly adjust chairs, or spin base of chair
- 10. When assignment is completed save as directed (save to your H drive in the appropriate folder)
- 11. Do not change any settings on computer (1<sup>st</sup> offense— one day EMD and possible loss of computer privileges)
- 12. Remain seated at all times unless given permission by teacher
- 13. Do not abuse equipment, textbooks, or material



# Classroom Procedures, Continued

14. Report problems at the beginning of class
15. No magnets allowed around computers
16. Follow end of class procedures when instructed by teacher—keep working until instructed to stop
  - Save work to student's home directory
  - Save as the filename given
  - Remember to use a header on all assignments
    - Student's first and last name
    - Date
    - Specific assignment description
  - Clean up work area (close textbook, put on left side of monitor; return IBCT folder to designated area)
  - Log off computer



# ALL THESE HANDOUTS!

Parent/Guardian Letter - take home and give to parents/guardians

- Keep/do not return
- Contact me at [bhart@bryantschools.org](mailto:bhart@bryantschools.org)
- Teacher website--[mrsbhart.weebly.com](http://mrsbhart.weebly.com)

IBCT Course Syllabus

- Return to me ASAP- due by Friday
- Student signature
- Parent/guardian signature with contact information
- Keep colored copy in your IBCT Folder (put in front pocket to refer to as needed)

Typing.com Parent Letter - take home and give to parents/guardians (Keep/do not return)

# FBLA



- ❖ What is it?
- ❖ Who are the FBLA Advisers?
- ❖ Who can join?
- ❖ When are meetings held?
- ❖ What does FBLA do?
  - Fall Conference, Oct. 6 @ HSU in Arkadelphia, AR
  - Spring Conference, April 27 @ UACCH in Hope, AR
- ❖ Click on link to watch recruitment video for FBLA
  - <https://www.youtube.com/watch?v=4tNCYinvG90>

# FBLA Fall Conference 2013



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