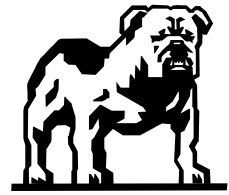


Business & Computer Science (BCS)

Melissa Thomas, WXMS Instructor

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Classroom Rules & Expectations

- *Enter quietly and sit in your assigned seat. Begin the “Bell Ringer” assignment listed on the board.
- *Work only on the computer assigned to you, and type on the keyboard only when working on an assignment.
- *Workstation must be cleaned and materials returned to proper places before being dismissed.
- *The Internet is to be used only when given a specific assignment. Do not get on any Internet website unless the teacher has given you permission.
- *Agendas must be brought with you to class each day.

Class Make-up Lesson Procedures

If you are absent, the first day that you return to class, you must check in the appropriate class folder for your make-up assignment(s). These assignments must be completed within one week. If you need any help with the assignment, please see the teacher or one of your classmates.

Class Content

Computer Basics

Keyboarding Basics

Word Processing (Formatting Skills – Letters, Reports, Resumes, etc.)

Desktop Publishing (Creating Flyers, Business Cards, Brochures, etc.)

PowerPoint

Excel Spreadsheet

Database

Internet Safety

Career Research

Web Page Design

Work Ethics

Grading Policy

30% Daily Grades

30% Major Projects

30% Tests

10% Work Ethic

100% Final Grade

- BCS is a 9 week class. BCS I (6th grade), BCS II (7th grade), and BCS III (8th grade) classes follow different curriculum.
- Progress Report will be sent home at 4 ½ week grading period.
- Report Cards will be sent home at 9 week grading period.

Student Signature _____

Parent Signature _____ Parent Email _____