



BUSINESS / MARKETING PROGRAM

MINI SYLLABUS - 4TH NINE-WEEKS (MARCH 24 - MAY 21, 2009)



Teacher Information: Quanetta J. McNeal, Business & Marketing Education; office: (205) 682-5510 or alternate: (205) 316-9365. I can be reached via e-mail QMcNeal@shelbyed.al.us. I am available for electronic and telephone consultation and in-person parent/teacher conference. In-person parent/teacher conferences may be scheduled during first period between the hours of 7:45 a.m. to 8:30 a.m. or at a scheduled convenient time Monday through Friday.

Brief Course Description: This course is exploratory in nature and is offered for a period of nine (9) weeks for 6th grade students. A full syllabus is available online.

Instructional Objective: Computer Essentials is designed for students in grade levels 6, 7, and 8 to help students master basic skills in the areas of word processing, database management, spreadsheet, presentation, Internet, and E-mail. Students are also offered opportunities to identify ethical issues pertaining to information systems and to gather information about careers in business and technology. Communication and critical thinking skills are reinforced through the use of software applications. Simulations and projects promoting teamwork and leadership skills offer further opportunities for application of knowledge and skills.

Upon successful completion of this course, students will be able to recognize, define and describe basic computer components, perform the essential functions of keyboarding and learn data input techniques with a focus on correct technique and acceptable speed and accuracy. Students will be introduced to the basic use of Microsoft Word, Excel, PowerPoint, Microsoft Access and Publisher. Students will also utilize the Internet to accomplish course related work. Effective communication will be emphasized in this course allowing students to hone on written or oral communication, as well as, reading skills.

Students are required to adhere to a Classroom Management Agreement, Acceptable Use Policy and Internet Code of Conduct to be successful in this course.

Important Note to Parents: Assignments are posted on our class website and is updated weekly and in many cases daily. Our website is an excellent communication tool for both parents and students to know what your student is learning in class.

Parents will receive an invitation for access to our site. In the meantime, parents can view our site by going to: www.myhaikuclass.com/gmcneal and click on 6th Grade Business/Marketing

Items Needed Daily for this Course: (Due on or before Friday, March 27, 2009)

- Standard Composition Notebook
- Black or blue ink pen
- Pencil
- Calculator (standard four function)
- Glue stick
- Permission to access Internet

Forms Needing Parent Signature: (Due on or before Friday, March 27, 2009)

- Mini Syllabus
- Classroom Management Agreement
- Internet Permission Form

Upcoming Events:

- SAT/ARMT/ASA Testing – Monday, March 30 – Tuesday, April 7, 2009
- As a result of testing, students will be following a modified class schedule and this will impact their time in this course. To accommodate this temporary change, course work will be minimal and may be project based and determined by amount of time available in class.

Parent Signature Required