

6th – 8th Grade Syllabus

BUSINESS TECHNOLOGY



Mrs. Foxwell

Room 101-1

WELCOME TO BUSINESS TECHNOLOGY

My name is Mrs. Foxwell and I am the Middle School Business and Technology teacher for Brandywine Springs. I am looking forward to an exciting curriculum this year and the chance to see the growth that will occur with all my students. The attached syllabus will provide the necessary information relative to the class. I will be in the presence of your child every day and I want to ensure you understand my qualifications so that I can transfer as much knowledge as possible to increase the overall understanding of Business Technology. Please see below for a biography:

Mrs. Foxwell obtained her college degree at Bloomsburg University in Education. She has an abundance of experience in teaching, as well as 19 years of management, education, operations, and marketing experience. Her banking industry position enabled her to gain the knowledge, as far as, management and education skills, but also gained the knowledge to successfully converse with customers in Collections, Fraud Detection, Telemarketing, Credit Acquisition, and Customer Service. Innovativeness, resourcefulness and critical thinking consistently played a dominate role in all of her positions, so she wants her students to understand how those specific characteristics impact overall production. As her experience as an Operations Manager in the Insurance industry unfolded, she learned the entrepreneurship aspect part of a business. She enjoys transferring her entrepreneur skills to expand all of her students' business knowledge.

Mrs. Foxwell's continuing education classes include; Operating Multiple Sites, Managing the Efforts of Others, Customer Awareness, Leadership Institute, Management Development, People Development, Best Demonstrated Practices, Instructional Design and Development, Performance Appraisals, Manager Orientation, Creating the Environment, Time Management, Performance Management, Effective Feedback, Managing Up, People Orientation, Evaluation Workshop, Advanced Facilitation workshop, Interviewing, Multi Media Technology, and Smart Board. She is proficient in Microsoft Word, Excel, PowerPoint, Publisher, Lotus Notes, Web 2.0, Smart Notebook, Pixie and Paint.

Mrs. Foxwell participates as an advisor for Business Professionals of America, Meals on Wheels, March of Dimes, Adopt A Family, Foundation Walk, Thanksgiving Food Drives, The Boys and Girls Club of Delaware Bowl A Thon, and the Buddy Walk for Down Syndrome.

Mrs. Foxwell enjoys coaching youth basketball, reading, cooking, spending time with her family, and buying antiques.

Mrs. Foxwell's passion for learning is an attribute that she instills in all her students. She has the ability to exhibit "REAL LIVE SCENARIOS" in the classroom, thus making the curriculum come to life. Mrs. Foxwell instills positive interactions and communicates the importance of exceeding goals in order for a brighter future to occur for her students. She expresses to her students, "If you work hard in life, good things will follow." Mrs. Foxwell has the ability to connect with her students and encourage them to learn in order to prepare for future work and life experiences. She looks forward to the 2015-2016 school year at Brandywine Springs.

BUSINESS TECHNOLOGY SYLLABUS

COURSE DESCRIPTION	COURSE GOALS
Students will be given the opportunity to experience computer literacy, communication skills, and business concepts as they relate to the personal and business situations at an introductory level of understanding.	Introduce students to entering a business, technology or business path.
STANDARDS	COURSE OBJECTIVES
Students will understand the concepts, strategies, and systems used to obtain and convey ideas and information.	Students will acquire fundamental knowledge of customer and business behavior to understand what motivates decision making.
Students will utilize the major characteristics to understanding how to effectively work in a business organization.	Students will demonstrate role playing by utilizing various characteristic traits learned in order to optimally produce in a business environment.
Students will understand the techniques and strategies used to foster positive, ongoing relationships with customers.	Students will demonstrate positive relationships with customers to enhance company image.

My promise to parents and students is to strive to make ALL the learning activities and lessons in Business and Technology class consistent with the district's grade level standards. EVERY activity will be purposeful and engaging. Each lesson should be another step toward meeting and exceeding the Red Clay School District Standards. I want my students to recognize they have a clear PURPOSE in their production and to work hard, thus producing rewarding results.

COURSE MATERIALS: **IMPORTANT******

- **All students must bring in a 1-inch hard binder labeled, Business Technology on the front cover. This will count as a grade and will be periodically graded throughout the semester. All assignments completed for the class should be placed in the binder so you will be organized just in case your teacher may want a specific assignment. Below are the specifics subjects that should be included for the tabs:**

6th Grade

- Syllabus/Expectations
- Warm Ups
- Actively Listening
- Leadership
- Attitude
- Time Management
- I-SAFE

7th Grade

- Syllabus/Expectations
- Warm Ups
- Meetings
- Entrepreneurship
- Business Plan
- Networking Event
- I-SAFE

8th Grade

- Syllabus/ Expectations
- SSP – Student Success Plans
- High School Research
- Careers
- Finance
- I-SAFE

GRADING: Grades are based on the following considerations:

Grades include; notebook/binder, homework, projects, tests, and class work. Assignments must have a complete heading and be of appropriate quality.

Notebook	20 Points
Homework.....	10 Points
Projects.....	20 Points
Tests.....	30 Points
Class Work.....	20 Points

- ***Students are expected to maintain their assigned binder daily. There will be periodic checks where they will be graded on their work and organization of the binder.***
- Make-up work is accepted only if due to an excused absence.
- All paperwork that you hand in must include; name, date, and course. Final copies should be a student's **BEST** work.

A	Excellent	100-90
B	Very Good	89 - 80
C	Satisfactory	79 - 70
D	Poor	69 - 60
F	Failure	59 - 50

ASSIGNMENTS:

Students are responsible for knowing their assignments and checking HAC to review their production. There is no reason for a student to NOT know what is assigned unless he/she is absent.

- Additionally, **ALL** assignments are posted at the front of the room on the whiteboard.
- Assignments are also updated on Mrs. Foxwell's website. Go to Brandywine Springs page and click staff directory.
- All students are held accountable for *their* assignments. Parents should be reviewing HAC every several days to ensure their child's assignments are completed.

CLASSROOM PROCEDURES

1.	The learning environment in Business Technology is a “WE” atmosphere and not “I”. You will learn to work as a team in order to accomplish task and assignments that are required in class.
2.	Please line up by the door if you are waiting to come into to class. Since there are classes directly next to my room, you must be respectful by being quiet. There are no exceptions.
3.	Get to class on time. Tardiness will not be accepted unless you have a pass.
4.	Please enter the room in a quiet, but orderly fashion. Smile as you enter and greet your teacher. Once you have arrived, please sit in your seat, take out your binder, and complete the “WARM UP” activity that will be posted on the board. All students need to transition into the room in a quiet manner and begin working. Students will obtain points for smooth transitions on a weekly basis.
5.	I will verbally call your name to take attendance, so please be sure you respond, HERE or PRESENT when I call your name. All students should be quiet and working on their “Warm Up”.
6.	You must be prepared for every class. It distracts from learning time if I have to locate a pencil or paper for you. If you forget your materials, please ask another student so we can begin our class promptly.
7.	If you are absent, you are still responsible for the work that you miss. Please ask me for the make-up work and I will gladly provide it to you. You will have as many days as you were absent to complete the work. Extensions will be given only for extenuating circumstances (death in the family, medical emergency, etc.).
8.	Raise your hand and wait to be called on.
9.	Do not speak while others are speaking.
10.	*****Food, drinks, and gum are not allowed. This is a school policy and it can damage the computers*****
11.	Absolutely no cell phones. This also goes for I-Pods or any other electronic devices.
12.	Respect your teacher and your classmates.

Please take note: I fully expect that these rules will be followed *at all times*. If you fail to follow these rules, you will be disciplined according to the rules of the Student Handbook. A classroom should be a safe environment, while ensuring learning as the top priority.

KEEPING IN TOUCH:

I may be reached by phoning the school; however, when class is in session, the secretaries will switch you to a voice message mode. My best method of communication is to be contacted by e-mail at _____.
Every minute is accounted for during the day, so please remember that I will respond as quickly as possible.

I am looking forward to an exciting and growth-filled year!

****Please see the attached Syllabus Confirmation form and return by tomorrow****

6th - 8th Grade Syllabus Confirmation

PRINTED STUDENT NAME: _____ PERIOD _____

We have reviewed the course syllabus and classroom procedures for Mrs. Foxwell's Business Technology class.

Parent/Guardian Signature Student Signature Date

Parent/Guardian Signature Student Signature Date

Phone numbers where parent/guardian can be reached: _____ primary

_____ alternate

NAME: _____

Email Address: _____

NAME: _____

Email Address: _____

If there are multiple siblings that need to get this form signed, you may place both names on the form.