

Keefer Crossing Middle School
8th Grade BCIS(Business Computer Information Systems)

August 24, 2009

Dear Parents/Guardians of 8th Grade BCIS Students

Welcome to the 2009-2010 school year! For the first time, Keefer Crossing is offering BCIS as a high school credit class. This class will strengthen the skills needed in our workforce and enhance postsecondary education addressing business applications and emerging technologies. Because you, as parents, play a major role throughout the education of your child, it is important for you to be aware of the operations in our classroom and become supporters of the value of technology in education.

This year, you will find the course description along with the requirements, evaluation, grading, classroom expectations, rewards/consequences on our campus website attached to the course name. If you do not have access to the internet, paper copies will be available upon request. Please take the time to look over these documents and discuss these classroom procedures with your child. After discussion, **please sign the signature page located at the back of this paper and return it to me.** It will be permanently placed in your child's BCIS folder.

Each student will be asked to provide one two-pocket folder for class. Students may also bring an unused CD or USB storage device from home to use in class, but it is not required. If possible, your child should be encouraged to practice technology skills at home and share his/her expertise with the rest of the family.

If you have any questions, concerns, or are interested in becoming a classroom helper, feel free to stop by or contact me at Keefer Crossing at 281.577.8840 or llund@newcaneyisd.org. We encourage involvement and participation with your child's learning. Thank you again for your dedication as a parent and to the technological education of your child.

Sincerely

Laura Lund
BCIS Teacher

Keefer Crossing Middle School
8th Grade BCIS
Course Outline: 2009-2010

Course Name: 8th Grade BCIS

Instructor: Laura Lund

DESCRIPTION: BCIS is a full one year course which provides students with the knowledge of computers and business applications using the Microsoft Office Suite. This one year program also gives students the opportunity to learn office technology and improve their keyboarding skills to enhance productivity in school or the workplace.

COURSE REQUIREMENTS, EVALUATION, AND GRADING:

Daily Activities: Students will be asked to complete a number of activities during each grading period. These activities are used to practice and utilize specific skills being covered in class.

Keyboarding Skills: Throughout the year, the program will provide periodic keyboarding lessons provided to develop acceptable speed and accuracy levels.

Literature Quizzes: Quizzes will be given periodically during each grading period. These quizzes will contain vocabulary words and terminology dealing with computer hardware and software.

Projects: Students will be given a number of projects throughout the course related to the skills covered in class. These projects will be recorded as a test grade.

Attendance, participation, behavior and effort are important aspects of being successful in this class. Students are expected to attend class regularly, be courteous and respectful to all class members and to the teacher, and put forth his/her best effort on all activities.

COURSE OUTLINE

This is a brief overview of the topics we will be covering in this class. More time may be spent on some areas than others and may or may not be consistent with this schedule.

Word Processing
Spreadsheet Applications
Presentation Skills
Database Applications
Keyboarding

GRADING SCALE

90-100%	=	A
80-89%	=	B
75-79%	=	C
70-74%	=	D

Report Card Grades will be calculated as follows:

Daily activities (includes behavior and effort):	50%
Test, Quizzes, & Projects	50%

Each student is expected to do his/her best work on all assignments.

DISCIPLINE PLAN

Rules

Respect other, yourself, and authority
Respect property
Be prepared for class
Maintain appropriate classroom behavior
Follow school rules

If you choose to break a rule:

- 1. Warning**
- 2. Warning**
- 3. Lose computer time (10 min) – student will have to work on materials away from the computer and others.**
- 4. #3 and complete and “action plan” stating the problem, cause and solution.**
- 5. Call to the parent**
- 6. Student will be referred to an administrator with a discipline referral.**

Rewards:

Praise (daily)
Computer Free-time (monthly)
Various other positive perks (throughout the school year)
The joy of learning (each day of the school year)