

Course Syllabus
Education Business Technology & Applications Syllabus
Fall 2014
Mrs. DeFino
E15

Course Description:

This course will provide all 9th graders with an exploration and application of the many educational technologies available to them. The course is designed to develop in students a sense of wise decision making regarding the use of various technological tools and resources to ensure success for various academic tasks. This course will also focus on career education with an emphasis on how these various technological applications are used or will be used with various professions. This is a mandatory course for all freshman.

Contact Information:

Email address: cdefino@shoreregional.org

Phone (732) 222-9300 x 5350

Necessary Materials:

- Chromebook (charged everyday)
- 3 ring binder notebook/ may be shared with another class
- Pencil/Pen

Take responsibility for you own learning.

Classroom rules and expectations:

- Show respect to all members of the classroom
- Have appropriate classroom behavior
- Be on time to class or (have a late note)
- Have a positive attitude towards learning
- Be prepared for class everyday
- Cell phone usage in the classroom is not acceptable
- Eating/drinking in the classroom is not allowed
- Hats may not be worn in the classroom
- Follow all rules as stated in the student handbook

Classroom Procedures:

- When leaving the classroom for any reason, take passbook and use the sign in/sign out sheet.
- Hand in assignments in the file bin on bookshelf labeled for your class period. (Please do not put papers on my desk)
- If absent, upon returning to class it is your responsibility to check class folder for makeup work.
- "Do Nows" will be on the board when you arrive to class. Please begin working on the "due now" and be prepared to

participate.

- Don't be afraid to ask questions!!

Course Outline:

Managing Google Mail

Google Calendar

Google Drive

Google Docs and MS Word

Library Databases

Google Spreadsheet and Excel

Google Forms and Survey Monkey

Google Presentations and Prezi Presentations

Google Chrome Store Applications and Extensions

Google Maps

Google + and Google Hangouts

Google Sites

Grading System

I will be using a total point system. Your grade can always be determined by taking total points earned and divide by total possible points.

Homework	10 pts.
Class work	10-20 pts.
Class participation	up to 50 pts. per mp
Quizzes/Projects	30-50 pts
Tests	50-100 pts

Homework Policy

Assignments will be posted on my web site via the Google Calendar. The homework grade will be based on completeness (not accuracy). Late homework (one day) will be half credit. If absent, it is the student's responsibility to hand in homework upon return to class.

Mrs. DeFino's Education Business Technology & Applications Class

Dear PARENT/GUARDIAN , I look forward to being your child's teacher for this semester. If there is anything you would like me to know about your child that will help me provide him/her with a positive learning experience. Please feel free to contact me at anytime.

Please sign and tear off this portion and have your child return it to me. Thank You for your help.

I have read & understand the classroom rules, expectations, and procedures. If you have any questions or concerns you can contact me at cdefino@shoreregional.org

Student's Name _____

Parent/Guardian's Name (Print) _____

Parent/Guardian's Signature _____

Home Phone Number

Parent/Guardian's Email Address
