

Career-Technical Education Newsletter

Carrington Middle School

February, 2010



CAREER-TECHNICAL
EDUCATION

Business Education—Ms. Taylor

Ms. Robin Taylor, M.Ed. (Class-S4)

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Office Hours: 9:50 a.m. – 10:10 a.m.

12:15 a.m. – 12:45 p.m.

**“Preparing Our Students For Today and Their Future
By Striving for Academic Excellence”**

Welcome to Business Education!

I would like to welcome you and your child to Business Education – Keyboarding and Business Computer Technology.

With all of us working together; parents, students, and teachers, each student at Carrington, will become proficient computer users and excel in academic excellence. All students in Business Education have the opportunity to continue to develop these competencies throughout their academic core classes as well. If you ever have any questions or concerns, please feel free to contact me.



Keyboarding



Keyboarding is a semester long course where students learn basic keying skills, which consist of fluent manipulation of the alphanumeric portions of the keyboard as well as the

numeric keypad by using the touch method. Emphasis is on daily use of the computer system to develop skills to aid in the production of business correspondence. Students will learn how to format memorandums, letters, tables, and reports. The overall goal of this curriculum is to prepare students to become independent users of technology for school, career, and personal needs.

Software and Applications Used

- Microsoft Office 2007
- Microtype 4
- Gaggie.net-Student E-mail
- Quia.com-Computer Based Reviews and Tests
- Fidelity Stock Market Game
- Ms. Taylor’s Website
- Carrington CTE Team Website

Business Computer Technology

BCT is a semester long course and is designed to develop higher levels of computer use and skills. My classes are learning Microsoft Office 2007 which includes Word, Excel, Access, PowerPoint, and Publisher. The overall goal of BCT and prior knowledge received in Keyboarding is to train students to become independent users of technology for school, work, and personal needs. Emphasis will also be placed on organization, following oral and written directions, independent work habits and **group projects**. The 8th grade BCT students will be participating in The Stock Market Game provided by Fidelity Investments.

Website Information

Ms. Taylor’s Class Website

Go to CMS Website

Click on **Teacher Web Pages**

Click on **Taylor, Robin**

<http://carrington.dpscalendar.net/teacherpages/rtaylor/>

CTE Team Website

Go to CMS Website

Click on **Team Web Pages**

Click on **CTE**

http://www.carrington.dpsnc.net/teacherpages/cte_rtaylor/

We will be using both Web Pages and the links in our class.

“Can’t Hide That Cougar Pride”

Grading Policy for All Classes

- Tests/Quizzes 25%
- Performance/Technique 25%
- Class Work/Projects 25%
- Final Exam 25%



Computer Lab Expectations

1. Be on time and prepared for class. (Three tardies will result in ASD.)
2. Enter quietly and read directions on board.
3. Obtain permission before speaking
4. Keep hands, feet, and other objects to self.
5. Respect yourself, teachers, classmates, and school property.
6. Stay in your assigned seat.
7. No Chewing Gum. Students will be assigned ASD.
8. Bring paper, pen/pencil class daily.
9. Keep your hands washed. Obtain hand sanitizer when entering the lab.
10. book bags at computer desk
11. Keep all materials organized in your student folder
12. Properly pick up and return any needed materials.
13. Always use pass if given permission to leave the room.
14. Follow steps on proper care of equipment.
15. Do not change ANY settings on the computer
16. Follow all school rules.

Interim VoCats Testing

If a student does not perform well on one of these interim tests, they may choose to retest after-school on an assigned day. Students are also able to come to “ZAP” Tuesday through Friday at 7:00 a.m. to make up assignments/tests. A permission form must be signed by the parent giving permission for the child to stay and confirmation given they will have a ride home. ***Students will not be able to retest on the final exam.***

Students can study for their Unit Quizzes and Exams on my Quia Class Page. The link is on my class Web Page.



What is ZAP?

Zeros Aren't Permitted (ZAP) is a program designed to increase expectations of students who habitually, or occasionally, fail to complete and turn in homework assignments on time. It is first and foremost an expectation of high academic standards for all students. This program will direct students to utilize their abilities to acquire self-disciplined work habits that will serve them in an educational setting and hopefully in the future when they enter their next educational environment or workplace.

When the belief is expressed and maintained that a student **can** and **will** be successful, it follows that the student will meet the level of expectations. He/she will take pride in completing an assignment and doing it to the best of his/her ability. Students will hopefully adopt the same value, which translates to success in all areas. We want to communicate to our students at Carrington that doing the work is not an option.

The ZAP program is not a form of punishment rather a program to send the message that failure is not acceptable. Doing the work is not an option. Failure to do so will result in the student being assigned a before school homework session because Zeros Aren't Permitted (ZAP).

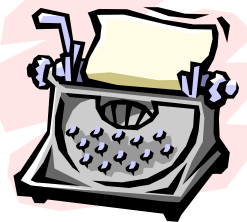
ZAP will meet Tuesday through Friday mornings in S4. 7:00 -7:30 a.m.

If your child is missing assignments and is falling behind, ask their teacher to ZAP them.

Parents are welcome to visit the class after checking in with the front office and obtaining a visitor's pass.

THOUGHT FOR THE DAY

“I am trying to get the hang of this new fangled writing machine, but I am not making a shining success of it. However, this is the first attempt I ever have made, and yet I perceive that I shall soon & easily acquire a fine facility in its use.....One chiefly needs swiftness in banging the keys...”



(Mark Twain's first typewritten letter. December 9, 1874)