Business Technology
2026-2027

Instructor: Mr. Franklin Cammack Phone: 931.454.2605
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COURSE OUTCOME:

Course Description

This course is designed to develop computer technology skills. Students will use a variety of computer software and hardware tools and features of an electronic information network. Students will explore the social, business, and ethical issues of using computer technology. The students will gain knowledge of their digital footprint.

Curriculum Standards

***Please refer to the Tennessee Standards Website and Select Grade Level**
https://www.tn.gov/content/dam/tn/education/ccte/cte/cte_std_keyboarding.pdf

INSTRUCTION:

Skills Covered

Students will learn the basics of typography. They will experiment and acquire the skills necessary to use the Google Suite. Students will also be introduced to careers in the business and computer fields. They will learn about digital citizenship.

Scopes and Sequence

The course will include the following units of study.

- Typing Skills (6^{th}-8^{th})
- Google Products (7^{th}-Docs, 8^{th}-Slides)
- FBLA awareness (7^{th} and 8^{th} Grade)

Teacher Communication:

If you need to reach me for any reason, please e-mail me at franklin.cammack@tcsedu.net. I will respond as quickly as I can. You may also call the school at 931.454.2605 and leave me a message. To request a conference, please contact the office and they will be more than happy to schedule one. Grades will be posted exclusively in Skyward.

Most assignments will be posted in a Google classroom that will be created at the beginning of the 9 weeks. All work outside of Keyboarding Online will be turned in via the Google Classroom.

Materials

7th and 8th grade students will need a pair of headphones to use during intervals of this course.

ASSESSMENT:

Skills Assessment

A variety of techniques will be used to assess the students. A mix of both formative assessments (i.e. quizzes, checks for understanding) and summative assessments (i.e. unit tests, projects,) will be utilized.

Grading Weights

6th and 7th		8th Grade	
Daily work	45%	Daily work	25%
Tests	25%	Tests	20%
Quizzes	15%	Labs/Projects	30%
Nine Weeks Test	15%	Quizzes	10%
		Nine Weeks Test	15%

Make-Up Work Policy/Late Work Policy

All missed class work (whether from excused or unexcused absence) may be made up provided that student makes the request immediately upon returning to that class.[1] Students will be given the number of days missed plus one, not to exceed five days, to make up the assignments. Tests or quizzes may be given the day students return to class. Multiday projects or assignments are still due on the due date listed provided 1) student was present the day it was given and 2) student missed less than half the time provided to the class and had equal access to materials and technology (if required).

Cheating

Cheating is a serious offense, and a zero will be given on a quiz, test, or assignment. A notification of this infraction will also be sent to the office and parents will be notified.

Classroom Policy/Procedures

All handbook rules will be enforced. Any extremely disruptive or disrespectful student will be immediately removed from the classroom.

Classroom Rules:

1. Follow all procedures
2. Respect yourself, others, materials, and equipment while staying on task.
3. No headphones unless they are being used for instruction.

Consequences:

1. Verbal Warnings
2. Isolated Seating during class or lunch
3. Loss of internet
4. Parental Contact

Sign and return by October 10, 2026 for a 100 Quiz Grade.

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Parent Signature **Printed Student Name**