

ABOUT MRS. PITTMAN

Hello. I am Mrs. Ashley Pittman. I am married to Mr. Scott Pittman, a Science teacher at New Manchester High School in Douglas County. Together, we have two dogs, a cat, and a fish.

This will be my first year teaching, and I look forward to each new day. I believe in using projects and real-world applications in teaching students. I look forward to teaching the students of South Paulding Middle School about the wonderful world of business and computers.

“TEACHING IS NOT A PROFESSION, IT’S A PASSION!”

I would like to hear what you think...

Please feel free to visit our class website at <http://stu.westga.edu/~ahinson1> to check out assignments that are completed in class.

You are always welcome to contact me via phone at 678.478.9595 or via e-mail at apittman@paulding.k12.ga.us.

Important Dates to Remember 2012/2013:

- ❖ August: 1st First Day of School
- ❖ September: 3rd Labor Day
- ❖ October: 15-19th Parent Conferences
Early Release
24-28th Fall Break
- ❖ November: 6th Teacher/Student Holiday
19-23rd Thanksgiving Holiday
- ❖ December: 12th Two Hour Early Release
21-31st Holiday Break
- ❖ January: 1-4th Holiday Break Continued
21st Martin Luther King Day
- ❖ February: 6th Two Hour Early Release
18-22nd Winter Break
- ❖ March: 15th Student Holiday
18-22nd Parent Conferences
Early Release
- ❖ April: 8-12th Spring Break
- ❖ May: 24th Two Hour Early Release
Last Day of School

SOUTH PAULDING MIDDLE SCHOOL CONTACT INFORMATION:

Telephone: 770.445.8500

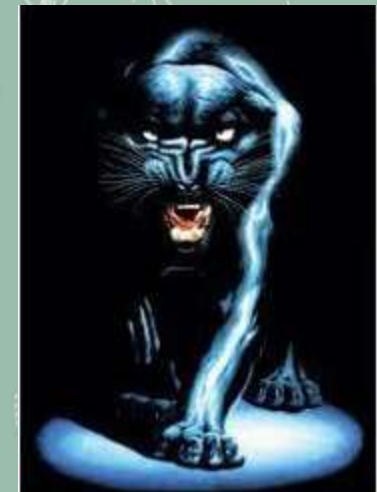
Fax: 770.445.9989

Mailing Address: 592 Nebo Road
Dallas, GA 30157

Welcome to
Mrs. Pittman's
Computer and Business
Science Class

South Paulding Middle School

“Academic Excellence – No Excuses”





Welcome To Keyboarding Class!

Introduction

Welcome students and parents to the 2012/2013 school year. I am happy to be teaching Computer and Business Science (aka Keyboarding Class) to students in the 6th, 7th, and 8th grades.

The goal of this course is to provide all middle school students with an introduction to the principles of computer science, basic keyboarding skills, Internet safety and usage, and computer applications.

Students will explore how personal traits and personal values align with career choices and will develop a career plan. Personal, professional, and ethical standards of behavior for the workplace will be examined and reinforced in the classroom.

Classroom Materials

Students will be required to bring the following materials to class everyday:

1. A pen or pencil
2. Class specific notebook with paper
3. Minimum 2 GB flash drive
4. School Agenda

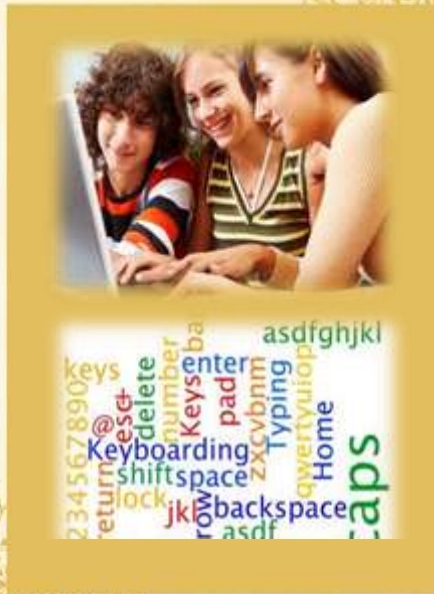
Classroom Expectations

Daily Behavior

Students will be expected to operate within acceptable norms of personal, professional, and ethical standards at all times. Students will be expected to complete all work within assigned deadlines. Students will be allowed to make-up work in the case of an excused absence.

Discipline Policy

In regards to classroom discipline, any number of steps may be taken on the offense. Such steps include, but are not limited to: verbal warning, redirection, seating change, time out, student-teacher conference, or parent conference. An administrative referral is something that is a **last resort** but, depending on the consequence, may be the first action taken.



Mrs. Pittman's Rules

Classroom/Computer Lab

1. Use polite language. NO profanity or inappropriate language will be tolerated.
2. Raise your hand when you have a question or comment. NO shouting.
3. Always be on-task during class.
4. Chairs are to remain flat on the floor at all times.
5. Food and/or drinks are not allowed in the classroom.
6. Handle all computer equipment with care and no fingerprints/fingers on the monitor screen.
7. Do not change any settings on the computer or monitor without teacher permission.
8. Stay in your seats until the end of class. The teacher dismisses you, not the bell.

Internet

1. Access the Internet responsibly—**ONLY** with teacher's permission.
2. Use educational websites only—video games, music sites, personal websites, chat rooms, personal e-mail, etc. are **NOT** educational sites.
3. Conserve resources—print only with teacher's permission.
4. Protect you privacy—never give out your personal information on the Internet. Do not share your login or password.
5. Obey copyright rules—use proper citation and documentation when doing research. Copying will not be tolerated.