

Business Education and Computer Science – Grade 7

COURSE DESCRIPTION

Using project based instruction; students are introduced to the principles of business in the 21st century while refreshing their keyboarding skills. This course should also help students to use computers effectively in their lives, thus providing a connection of computer science and business careers.

In this course, middle school students build a knowledge base of computer applications, information systems, internet safety, 21st century skills, and business and computer science careers of the 21st century.

Exposure to networking and programming will also be important threads in this course.

Competencies for the co-curricular student organization Future Business Leaders of America (FBLA) are integral components of the performance standards. FBLA activities should be incorporated throughout instructional strategies developed for the course.

STANDARDS

- MSBCS-BCSII-1: Students will reinforce keyboarding techniques.
- MSBCS-BCSII-2: The student participates in a variety of activities that demonstrate 21st Century employability skills.
- MSBCS-BCSII-3: The student will examine educational requirements, job responsibilities, employment trends, and opportunities in the different career pathways in Business and Computer Science.
- MSBCS-BCSII-4: The student will utilize word processing software.
- MSBCS-BCSII-5: The student will utilize spreadsheet software.
- MSBCS-BCSII-6: The student will utilize database software.
- MSBCS-BCSII-7: The student will utilize presentation/multimedia software.
- MSBCS-BCSII-8: The student will utilize web page design software.
- MSBCS-BCSII-9: The student will utilize desktop publishing software.
- MSBCS-BCSII-10: The student will demonstrate an understanding of ethics and potential dangers related to the use of the Internet.
- MSBCS-BCSII-11: The student will examine career requirements, job responsibility, employment trends, and opportunities for careers in business.
- MSBCS-BCSII-12: The student will examine career requirements, job responsibility, employment trends, and opportunities for careers in networking, programming, and computer science.