



BUSINESS & COMPUTER SCIENCE: 7
Teacher: Dr. D. Dixon
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Room: 301

Course Description: This course will explore the fundamentals of business & computer science while helping learners develop 21st century technology skills. It will explore the following areas: keyboarding, computer system components and maintenance, productivity applications, digital literacy, careers, workplace communications and expectations, entrepreneurship, and computer programming foundations.

Grading: 20%- Practice Work/ Classwork; 65%- Quizzes, Tasks, and Projects;
15%- Summative Task

Class Materials: Jumpdrive (2GB), folder, earbuds, and ink-pen; school google account.

Topics of Study (not exhaustive):

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-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.

MKT-EN-1: Understands concepts and processes associated with successful entrepreneurial performance.

Computer Programming: Computer programming will also be explored via Code.Org courses.

Class Expectations:

- Enter classroom and sit in your assigned seat, login, and begin keyboarding exercise
- Seek assistance if you have questions
- Bring a pen and folder daily, as well as passwords. We will reference these throughout the class
- Participate. You only get out of this class what you are willing to put into it.
- Do not bring cell phones to class.
- Inspect your computer upon entering and upon leaving. If there are issues, please report it.

I have read and reviewed the classroom syllabus and expectations for Business and Computer Science.

Student Name: _____

Date: _____

Parent Email Address: _____

Parent Signature: _____