

LMS 6th Grade Business & Technology Education Syllabus

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Room: 304

Planning Hours: 3-4:15pm Mon- Thursday

10am-10:45am: 1pm-1:45pm Friday

School Hours: 8:15am- 4:15pm

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. 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 personality 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.

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.

COMPUTER FUNDAMENTALS:

Students will be introduced to the basic computer components and the safe utilization of computer equipment.

BCS-1: Students will identify computer system components.

- a) Identify and define the key functional components (input devices, output devices, processor, operating system, software applications, memory, storage, etc.)
- b) Understand the terms and units that are used to describe major hardware components (RAM, ROM, GHz, MHz, GB, MB, CD, DVD, RW, etc.)
- c) Explain operating system software, application software, and utility software, citing examples of each.

BCS-2: Students will identify and demonstrate computer maintenance and safety.

- a) Explain basic file management.
- b) Create a folder/directory.
- c) Move, copy, delete, and rename files and folders.
- d) Follow safety procedures in the use of computers.

BCS-3: Students will develop an individual career plan reflecting their personal traits and values.

- a) Assess personality traits and interests using an Interest Survey instrument.
- b) Utilize Interest Survey results to match interests with potential careers.
- c) Apply knowledge gained from individual assessment to develop a career plan.

BCS-4: Students will develop keyboarding skills by touch with speed and accuracy.

- a) Identify home row keys and correct finger placement.
- b) Demonstrate proper keyboarding techniques (posture, position, finger placement, etc.).
- c) Use correct keystroking technique for the alphabetic keys.
- d) Use correct keystroking technique for the number keys.

BCS-5: Students will discuss Internet safety and security issues.

- a) Identify Internet safety and security concerns (Cyber Predators, etc.).
- b) Discuss illegal aspects of software piracy, hacking, and computer viruses.

BCS-6: Students will utilize the Internet as a resource.

- a) Model ethical use of Internet resources (Piracy, Plagiarism, Copyright, etc.).
- b) Access and examine available Web sites on the Internet, using different search engines to find information.
- c) Copy/Save text and images from the Internet, citing references according to copyright laws.

BCS-7: Students will develop and model employability skills.

- a) Identify grooming and dress standards in various workplace environments.
- b) Demonstrate employability skills such as teamwork, problem-solving, and organizational skills.
- c) Demonstrate personal work ethics (dependability, punctuality, responsibility, integrity, getting along with others) that are needed to be successful in the workplace.

BCS-8: Students will utilize word processing software.

- a) Identify and explain basic word processing terminology (file, open, save, print, copy, paste, toolbar, highlight, font, etc.).
- b) Label the parts of a word processing screen.
- c) Create and save a basic word processing document.
- d) Retrieve, edit, manipulate, and print a document.
- e) Format various business and personal documents.

BCS-9: Students will develop and apply basic spreadsheet skills.

- a) Identify and explain basic spreadsheet terminology (cell, column, row, formula, label, function, etc.). b) Label the parts of a spreadsheet.
- b) Create and save a basic spreadsheet.
- c) Change column width and row height.
- d) Retrieve, edit, manipulate, and print a spreadsheet.
- e) Format the contents of a cell – change fonts and font sizes, align text, format numbers, and apply borders.
- f) Use the auto sum feature.
- g) Create and print a basic chart using spreadsheet data.

BCS-10: Students will acquire basic knowledge and skills of multimedia/presentation software.

- a) Identify and explain multimedia/presentation graphics terminology.
- b) Plan and design basic presentations.
- c) Create, save, and print basic presentations.
- d) Apply animation to slides.
- e) Display and explain presentation to peers.
- f) Critique presentations.

TEACHER WEBSITE

The LMS teacher website and google classroom for this course is essential for all students. Students should check the site every day for course standards, essential questions, daily focus activities (DO NOW), and course assignments.

UNITS/TOPICS

Units / Topics vary by grade level. This information will be located on google classroom and Applied Digital Skills.

****Opportunities for unit recovery will be available for students (as determined by the teacher) throughout the school year.***

CLASSROOM RULES AND PROCEDURES

Classroom Rules

1. Respect Yourself.

Please refrain from the following activities:

- a) **Cheating**
 - 1) Automatic zero
- b) **Coming to class late** – Be on time prepared to learn.
- c) **Possession of contraband** (i.e. cell phones, AirPods, iPods, iPads, scarfs, etc.):
 - 1) Warning
 - 2) Confiscated
 - 3) Given to Administrator
- d) **Using profanity**
 - 1) Automatic Step
- e) **Sleeping in class**
- f) **Skipping class**
 - 1) Automatic referral
- g) **Visiting inappropriate websites:**
 - 1) Loss of computer privilege
 - 2) Step
- h) **Leaving seat without permission.**

2. Respect your teacher and your classmates (all inclusive) with both verbal & nonverbal behavior. This include but is not limited to:

- a) Your teacher, her personal belongings, & personal space
- b) Other students, his / her personal belongings, & personal space
- c) All classroom materials / objects like furniture and computer equipment
- d) Raise your hand to speak - do not call out or yell across the room.

3. Food and drink are NOT ALLOWED in the classroom, including gum.

4. Work during all work times (bell to bell). Do not log off of the computer early.

5. Follow all directions the first time given.

Consequences:

- 1st Offense: warning

- 2nd Offense: parent contact

- 3rd Offense: detention

- 4th Offense: referral

Classroom Procedures

1. Each student must receive written permission before leaving the classroom. **NO EXCEPTIONS!**
2. Bring all class material every day including notebook paper and blue or black ink pen.
3. Be familiar with subject matter / computer skills in order to complete all daily assignments, quizzes, projects and tests in a timely manner.
4. Print and save according to assignment instructions.
5. It is the responsibility of the student to acquire and complete make up assignments upon returning from an excused absence.
6. Please remain seated until your teacher dismisses the class. Your teacher, not the bell, dismisses you.

INSTRUCTIONAL MATERIALS AND SUPPLIES

Henry County issued Chromebook

1 Composition Notebooks (College or Wide Rule)

1 Folder

Blue/Black ink pen or pencil

Headphones that plug into laptop (No AirPods, Beats, or Bluetooth Headphones)

Flash drive

Mouse (optional)

EVALUATION AND GRADING

Evaluation in the course will be based on the following:

- a. Classwork and participation 40%
 - b. Assessments 40%
Includes quizzes, tests, and/or projects
 - c. Midterm/Final Exam 20%
- Total 100%

Please regularly check Infinite Campus (IC) for student grades. Infinite Campus user name and password can be obtained from the counseling office.

100-90 (A) 89-80 (B) 79-74 (C) 73-70 (D) 69- 0 (F)

OTHER INFORMATION

Google Classroom Code: 6A- fos4wec 6B- uoghiqe

Dress for Success

Students can “Dress for Success” in business casual or professional dress every Wednesday (A)/ Thursday (B) for extra credit points. Points can’t be applied to exams, quizzes, test, or finals. Students can wear jeans with no rips or cuts or patches in them. Students can wear khaki, blue, or black pants/ shorts with a collared shirt. Students can wear Vans, van like shoes, or dress shoes.

Expectations for Academic Success

Additional Requirements/ Resources

- 1) Complete daily classwork assignments.
- 2) Participate in discussions and ask questions.
- 3) Participate constructively as a team member.
- 4) Problem solve and accept challenges.
- 5) Challenge yourself to continuously improve.

***This syllabus may be updated as needed throughout the school year.**