LMS 7th Grade Business & Technology Education

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Room: Connection Hallway
Office Hours: 3pm-4:15pm Mon- Thursday
10am- 10:45am; 1pm- 1:45pm Friday
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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.

BCS-1: Students will reinforce keyboarding techniques.

a) Identify and demonstrate appropriate techniques.
b) Identify ergonomic issues.
c) Refine touch method keyboarding speed and accuracy skills using the Alphanumeric and Numeric keypad.

BCS-2: The student participates in a variety of activities that demonstrate 21st Century employability skills.

a) Show the importance of a positive attitude in obtaining and maintaining a job.
b) Explain the importance of proper etiquette for greeting and meeting people, dress code, attendance, and other workplace expectations.
c) Utilize brainstorming techniques to solve a problem.
d) Identify the benefits of teamwork.
e) Demonstrates an understanding of the nature of employer-employee relationships.
f) Discuss child labor laws.

BCS-3: The student will examine educational requirements, job responsibilities, employment trends, and opportunities in the different career pathways in Business and Computer Science.

   a) Investigate the 21st Century career opportunities.
   b) Evaluate several occupational interests, based on various criteria (educational requirements, starting salaries, trends, opportunities, and career ladders).
   c) Describe and demonstrate effective communication skills (reading, writing, speaking, and listening) in a business environment.
   d) Explain why people need to work (e.g., social contacts, make purchases for necessities) expand knowledge, develop skills to meet basic needs and for personal satisfaction and enjoyment.
   e) Construct and/or update a Career Plan as a tool to explore self-knowledge and academic aptitude and understand that career paths should relate to your individual traits.

BCS-4: The student will utilize word processing software.

   a) Identify uses of word processing software and careers related to word processing.
   b) Identify and explain word processing terminology.
   c) Create basic word processing documents related to business and computer science careers.
   d) Retrieve, edit, manipulate, and print documents.

BCS-5: The student will utilize spreadsheet software.

   a) Identify uses of spreadsheet software and careers related to spreadsheet.
   b) Identify and explain spreadsheet terminology.
   c) Create and save basic spreadsheets and apply formulas related to business and computer science careers.
   d) Retrieve, edit, manipulate, and print various spreadsheets.
   e) Create various charts/graphs from spreadsheets

BCS-6: The student will utilize presentation/multimedia software.

   a) Identify uses of presentation/multimedia software in today's workplace.
   b) Identify and explain presentation/multimedia terminology.
   c) Plan and design a multimedia presentation.
   d) Create, save, print, and present a multimedia presentation on a business related career.

BCS-7: The student will utilize web page design software.

   a) Identify uses of web pages and careers related to web page in today's workplace.
   b) Identify and explain web page terminology including the elements of a web page.
   c) Plan and design a web page.

BCS-8: The student will demonstrate an understanding of ethics and potential dangers related to the use of the Internet.

   a) Investigate strategies for Internet Safety and the importance of not releasing personal information to strangers/Internet friends.
   b) Evaluate websites to determine the accuracy of information and image.

BCS-9: The student will examine career requirements, job responsibility, employment trends, and opportunities for careers in business.

a) Discuss characteristics and opportunities that lead to the development of a successful career in entrepreneurship management, marketing, and banking and finance.
b) Create a logo, slogan, letterhead, and business card for an imaginary business.

BCS-10: The student will examine career requirements, job responsibility, employment trends, and opportunities for careers in networking, programming, and computer science.

a) Discuss characteristics and opportunities that lead to the development of a successful career in networking, programming, and computer science.
b) Create a flow chart to demonstrate their understanding of basic programming concepts.
c) Compare and contrast types of networks, including LANs versus WANs and wireless versus wired.
d) Diagram a LAN for home & small business & essential components needed.
e) Create & use basic programming terms in context & in keying/designing a given program.

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 learning.

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 (optional)

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. 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.

Grading Scale

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

OTHER INFORMATION

Google Classroom Code: 7A- a76n54i   7B- 6kn4bwc

All other codes will be in Google Classroom

Dress for Success

Students can "Dress for Success" in business casual or professional dress every Wednesday (A)/ Thursday (B) for extra credit points. (20 Points will be added to failing grades (except for test, midterm, and finals) Students can wear jeans with no rips or cuts in them. Students can wear khaki, blue, or black pants/ shorts with a collared shirt. Students can wear Vans, van like shoe, 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.