

Career & Technical Education Department Currituck Middle School

Welcome

Here at Currituck Middle School, I would like to welcome you Exploring Careers and Business Classes. Please make sure you have taken care of all the necessary papers/fees for your child to have internet/computer access with Mrs. Walker, our Media Specialist. In this document you will see the course outlines, rules and procedures for class, and a list of needed supplies. Please update all emergency contact information in power school, school office, or guidance department. This CTE class also follows all the technology guidelines as specified by the district.

The use of technology has become a part of the everyday life of all people; therefore, the ability to use a computer efficiently is very beneficial. The middle school courses are composed of modules designed to provide hands-on instruction in many business skills to help prepare students for the future. Students will use skills for principals of business, entrepreneurship, Microsoft applications, keyboarding as well as be introduced to 16 career cluster. Core subjects are reinforced in this curriculum. The overall goal of this curriculum is for students to become aware of business needs and the use of technology for school and the workforce. With all of us working together parents, students, and teachers, each child at *Currituck Middle School* will become proficient business computer users for the future.

Please encourage your child to put forth the best efforts in **ALL** classes. The more they understand the material the more successful they will be with the material presented. We will complete classroom activities, have guest speakers, have fieldtrips, and have hands on projects for all units. Students should check emails regularly for invites and updates of opportunities from Mrs. Haley Bartolotta, our career coordinator. All students are encouraged to use google classroom, clever applications and www.quizlet.com for vocabulary throughout my classes.

Here at CCMS we offer students to become members of two CTE organizations FFA (Future Farmers of America) with Mrs. Loren Cartwright and FBLA (Future Business Leaders of America) with me. Please consider letting your child be an active member of one or both of these organizations.

I look forward to working with you and your child throughout this course. If you have any questions or concerns, please feel free to contact me at 252-453-2171 my extension number is 4019 and my e-mail address is pweeks@currituck.k12.nc.us.

Sincerely

Paula Weeks

Attachments

Computer Lab

Procedures

1. Follow all the rules in the Currituck Middle School Handbook and District wide policies.
2. **Absolutely NO** gum, food, or drink.
3. Come to class on time and prepared with all materials needed. **See Supply List**
4. Raise your hand to be recognized before speaking or getting out of your seat.
5. Show respect at all times to yourself, teacher, classmates, and school property.
6. Stay on Task-Do not stray from assigned classroom activities. This also includes going into other files, playing games, hacking, or being destructive to computer hardware or software. **DO YOUR OWN WORK AND GET PERMISSION** to use other applications.
7. Properly pick up and return any needed materials. Leave room how you found it. **NEAT!!!** This includes the Binder at each station.
8. When responding to a fire drill, severe weather alert, lock down students should remain quiet and follow proper procedure as given by teacher. Students will be informed of proper procedures.
9. Close all applications at the end of class and log off computers everyday. **DO NOT SHUT DOWN** unless your class is the last bell.

Consequences

1. Verbal warning and/or conference with the students.
2. Time out within the classroom or time out in another teacher's classroom.
3. Lunch or after school detention.
4. Parent or guardian notification.
5. Referral to guidance for conference with the counselor.
6. Office referral to school administration.

Grading Policy

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|-----------------------------|-----|
| Class/Activities | 30% |
| Projects/Test | 40% |
| Vocab/Quiz/Final Exam | 20% |
| Time Writings/Participation | 10% |

Homework Study! Study! Study!

Homework will consist of completing unfinished classroom assignments, studying for quizzes/test and vocabulary

www.quizlet.com



Materials

1. **PENCIL/PEN EVERYDAY**
2. Students will need a Pocket Folder, and a 1 subject spiral notebook.
3. Headphones plug and play **NO Bluetooth**
4. Students will be required to create a digital folder to store assignments. **OPTIONAL** - storage device (USB)
5. Optional - highlighters

Testing

Throughout the course students will be given material (notes) and hands-on applications to prepare them for unit tests. Vocabulary will be generated using www.quizlet.com. All students will be required to take a Pre- Assessments at the beginning and a Post-Assessment at the end of the semester. The dates for testing will be announced.

Important Dates

| | |
|-----------------------------------|-------------------------|
| Progress Reports | February 29 |
| | May 8 |
| End of 3 rd Nine Weeks | March 28 |
| Pre-Assessment | 1 st 10 Days |
| Post Assessment | May TBA |
| End of Semester | June 7 |

*Refer to the school webpage for calendar adjustments

Late Work & Make-Up Policy

Students who are absent are responsible for seeing the teacher about make up work. Time will be provided for all work if software programs are needed. **ALL** assignments and test should be made up within five (5) days after returning to school. **Missing work must be completed within the 5 days or points will be deducted for each day after the 5 days**

Computer Skills and Applications Course

Part A (Designed for 6th grade)

Exploring Careers/Keyboarding

Section 1: Understand interests, attitude, values, personality, learning styles, and skills.

Section 2: Understand how interest, values, and personality influence career choices.

Note: Keyboarding Module 2, 3, and 4 (Below) will be used during this course

Section 1 Computer Applications (Designed for All Grades)

Keyboarding and Basic Word Processing (Word)

Module 2: Keyboarding Alpha Keys (Review)

Module 3: Keyboarding Number/Symbols and Numeric Keys (Review)

Module 4: Building Skills and Accuracy (emphasized all year)

Module 5: Word Processing Basic and Business Correspondence

Part A Exploring Business (Designed for 7th or 8th grade)

BU202YA Exploring Business, Marketing, and Entrepreneurship (EBT)

Module 1: Exploring Business and Entrepreneurship

Module 3: Understanding the Concept of Entrepreneurship

Note: This course will also include Desktop Publishing, Basic Spreadsheets, Presentations for Introductions to Office

Part D Exploring Business (Designed for 7th or 8th Grade)

BU202YD Exploring Business Procedures and Leadership

Module 1: Understanding Appropriate Business Procedures

Module 2: Understand Requirements for seeking, gaining, and maintaining employment.

Module 3: Understand leadership and team building.

Note: This course will also include Advanced Word Process Business Documents