Career & Technical Education Department
2022-23 Currituck Middle School

Welcome

Here at Currituck Middle School, I would like to welcome you the Exploring Careers and Business Class. Please make sure you have taken care of all the necessary papers/fees for your child to have internet/computer access. You will see the course outlines, rules and procedures for class, a list of needed supplies on this syllabus. Please update all emergency contact information in power school. 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. We will also take tours of our high school and courses they offer for these pathways to prepare students for careers. Core subjects are reinforced in these curriculums. 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 on the material presented. We will complete classroom activities and hands on applications for all units. All students are encouraged to use google classroom, clever applications and www.quizlet.com for vocabulary.

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

I look forward to working with you throughout this course. If you ever 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.
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 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

Class Activities   80%

(Test, activities, projects, technique, formatting, work ethnics)

Final   20%

Homework Study! Study! Study!

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

www.quizlet.com

Materials

1. **PENCIL/PEN EVERYDAY**
2. Students will need 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
5. Optional - highlighters

Testing

Throughout the course students will be given material (notes) and hands-on applications to prepare them for each 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	September 28
	December 9
End of 1st Nine Weeks	October 28
Pre-Assessment	1st 10 Days
Post Assessment	January TBA
End of Semester	January 25

*Refer to the school calendar for 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 make up work if software programs are needed. **ALL** classwork, 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

Module 2: Keyboarding Alpha Keys

Module 3: Keyboarding Number/Symbols and Numeric Keys

Module 4: Building Skills and Accuracy (Time Writings September – January)

Section 1 Computer Applications (Designed for 6th Grade)

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

Module 5: Word Processing Basic and Business Correspondence

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