…Home of the Dragons…

MS Business & Computer Science
7th grade
Patricia Carter, M.Ed.
Course Syllabus 2018-2019

Course Description and Objectives

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.

Textbook/Online Resources

No textbook will be used for this course. Students will complete this course using various online learning platforms. Daily use of the following will be implemented.

- NEO LMS (Student Work Portal)
- AES (Applied Educational Systems)
- Typingclub.com (Keyboarding)

Unit/Concept Names
● Keyboarding & Ergonomics ● Computer Fundamentals ● Internet & Internet Safety ● Careers & Pathways ● 21st Century Skills ● Information Systems ● Intro to Business ● Writing ● Intro to Coding● Entrepreneurship ● CTAE Foundational Skills

Major Course Projects and Instructional Activities
This is a project-based course. There is a project due at the end of each week. Students will have 1 to 3 weeks to complete each project depending on the complexity of the task. Students assignments are guided by a timeline and graded by a rubric. IF a student should find themselves off task, incomplete classwork becomes homework.

Course Assessment Plan
Students will receive a variety of assignments designed to enhance their learning. If a student is absent, the student is responsible for the missed assignment. No additional days are granted since all coursework is available online at all times. *If there is an assignment that is not available online, student will be given the opportunity to complete if applicable. If it is an assignment that cannot be made-up, student will be exempted from the assignment if and only if the absence is excused according the district and school policy.

Evaluation (Grading Policy)
- Summative Assessments 40% (Unit Tests, Projects)
- Formative Assessments 30% (Quizzes, Group Work if applicable, etc.)
- Homework/Keyboarding/Portfolio 20%
- Participation 10%

Classroom Procedures & Expectations
The overarching expectation in this class is RESPECT: respect for yourself, respect for other students, respect for the teacher/or any individual in authority, and respect for any guests that may enter our class. Although this encompasses all other expectations, I will outline several others for the sake of clarity.

1. Be *POSITIVE* and *PARTICIPATE*.
2. Be *RESPONSIBLE*.
3. *RESPECT* yourself, others, and your school.
4. Be a good *LISTENER* and follow directions quickly.
5. *RAISE* your hand and *WAIT* to be acknowledged *BEFORE* speaking or leaving your seat.
6. Bring *ALL* materials to class *DAILY*.
7. *KEEP* your area *CLEAN* at all times.
8. Adhere to all policies, rules, and regulations outlined in the *Student Handbook*.

Course Materials
- Computer
- Internet
- Headphones
- Black or Blue pens (No pencils)
- Highlighters
- 3-ring binder (1 ½ inch)
- 5 tab/page dividers
- Loose leaf notebook paper
- $5 technology resource fee

Donations appreciated for the following (optional):
- (3) Digital Cameras
- Digital Art Software
- Color Print Paper

My contact information:
Email: cartepa1@rcboe.org

Resources:
AES - www.learn.aeseducation.com
NEO LMS - www.mscarter.neolms.com
TypingClub.com - www.typingclub.com

Coding - www.code.org
Intel – www.intel.com
REMIND – www.remind.com
District - www.rcboe.org

Infinite Campus - https://campus.rcss-k12.org/campus/portal/richmond.jsp

To sign up for class reminders, please visit: www.remind.com
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