A logo of a college

Description automatically generated**Health Science Cluster**

**Healthcare IT & Biotechnology**

**Course Number 25.03400**

**Mrs. Shakayla Dukes**

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**Remind Code: @ARJHITB**

**7th grade**

*Welcome ARJ Panthers to Healthcare IT & Biotechnology. My name is Mrs. Shakayla Dukes, and I am elated to be one of your instructors for the 2024 – 2025 academic school year. This will be my 6th year with RCBOE. I am a Pieces, born on the Ides of March. I believe that your mental health keeps your overall health intact. Reading is a way I destress and get away from it all. I have been happily married to my high school sweetheart Jonathan going on 7 years. We are both graduates of ARJ class of 2010 and together we have a son “Deuce.”*

**Course Description:**

This course provides students with an exploratory introduction Healthcare IT and Biotechnology and to several healthcare careers and the safety procedures and interpersonal communication skills required for them. The course will enable students to receive initial exposure to healthcare science skills; attitudes applicable to healthcare including the concepts of health, wellness, and preventative care; and responsibilities of today’s healthcare provider. Mastery of skills through project-based learning, technical skills practice, and group activities will provide students with an opportunity to decide if they want to continue this course of study in high school and/or at a post-secondary institution. This course is considered broad-based with high impact.

**Curriculum Covered**

**Unit 1:** Employability Skills

**Unit 2:** Work Safety

**Unit 3:** Health IT

**Unit 4:** Medical Office

**Unit 5:** Biotechnology

Our students at A.R. Johnson are required to dress in professional attire on Wednesdays as part of Course Standard 1 in their pathway for a grade.

Standard 1: Demonstrate employability skills required by business and industry.

1.6 Present a professional image through appearance, behavior, and language.

On-the-Job etiquette: Appropriate Dress

\*Middle School students are to dress business professional/casual. Scrubs are only allowed for grades 9-12.

Your first day to “present a professional image through appearance” will be on Wednesday, September 11th.

**Launchpad, Canvas, and Textbook**

* Launchpad is our single sign on platform. All the apps/webtools that students will access throughout the school year, in all their courses, can be found here. You may also download the Classlink app to your device to access Launchpad from your phone or tablet.
* Our learning management system, Canvas, can be found in each student's Launchpad. The courses they are registered for will be displayed on the Dashboard in Canvas. Click on each course to find announcements, assignments, and all online instruction. You may also download the Canvas app for parents and the Canvas app for students to your cell phone or tablet.

**Materials List**

* 3 Ring Binder (Provided by Mrs. Dukes)
* School Issued Laptops (with charger)
* Composition Notebook
* College Rule Paper
* Pencils & Pens (Blue or Black)
* Highlighters

**Grading Policy**

Middle and High school student performance will be recorded and reported in all courses by numerical grades, based on a 100-point scale.

* Calculation of Final Grades Final grades will be determined by the cumulative semester average using the following criteria:
* **Minor Grades** = 60% Examples include quizzes, labs, and other graded assignments to assess certain standards in a unit of study. Minimum number of minor grades per 6-week progress report period = 5
* **Major Grades** = 40% Examples include unit tests, essays, research papers, project-based assignments, and other culminating assessments to measure mastery of standards that comprise a unit of study. Minimum number of major grades per 6-week progress report period = 2

**Late/Missing Assignments**

Late work is defined as assignments that are submitted after the specified deadline. This does not apply to work submitted late due to absence from school. Students are expected to submit assignments on time.

Multiple incidents of late work may result in teacher-student-parent conferences to examine and correct the student’s work habits through an academic contract.

Scores may be reduced by 5% per school day for a 25% maximum reduction (five school days).

Late work submitted after the fifth school day will only be accepted at the teacher’s discretion.

**Relearn/Reassess**

Students who perform below 70% on a major assignment will be given the opportunity to relearn and reassess to show improvement in their mastery of the standard.

Students will submit a Relearning Plan as part of this process. This plan should include:

* Analysis of their errors or misconceptions on the previous major assignment.
* Complete assignments provided to relearn the content for mastery. Students may also attend a tutoring session.
* Complete and turn in any missing assignments.
* Commit to date(s) and time(s) to redo the assignment or retake the assessment.
* Share the plan with their parent and teacher for approval and signatures.

Upon satisfactory completion of the plan, as determined by the teacher, student should be given a minimum of one opportunity to be reassessed.

Teachers should have discretion to determine if R&R opportunities will be given for any minor assessment.

**Tutoring**

Tutoring is available as needed by appointment Tuesdays 4:00p – 4:30p. **\*Please give 24hr notice\***

**Classroom Management Policy**

Students are expected to come to class ready to learn daily.

* No profanity.
* No disruptive behavior.
* No bullying.
* No sleeping.
* No cellular devices.