

# Business and Computer Science

**COURSE TITLE:** Middle School Business and Computer Science, Grade 6

**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. The goal of this course is to provide all middle school students with an introduction to the principles of computer science, basic keyboarding skills, Internet safety and usage, and computer applications. Students will explore how personality traits and personal values align with career choices and will develop a career plan. Personal, professional, and ethical standards of behavior for the workplace will be examined and reinforced in the classroom.

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.

**COMPUTER FUNDAMENTALS:** Students will be introduced to the basic computer components and the safe utilization of computer equipment.

MSBCS-BCSI-1: Students will identify computer system components.

MSBCS-BCSI-2: Students will identify and demonstrate computer maintenance and safety.

**CAREERS:** Students will utilize tools available to explore career planning and personal development.

MSBCS-BCSI-3: Students will develop an individual career plan reflecting their personal traits and values.

**KEYBOARDING:** Students will develop and apply keyboarding skills utilizing current technology.

MSBCS-BCSI-4: Students will develop keyboarding skills by touch with speed and accuracy.

**INTERNET:** Students will examine the professional, ethical, and safety issues involved in the efficient use of the Internet.

MSBCS-BCSI-5: Students will discuss Internet safety and security issues.

MSBCS-BCSI-6: Students will utilize the Internet as a resource.

**21ST CENTURY SKILLS:** Students will demonstrate employability skills such as working on a team, problem-solving and organizational skills.

MSBCS-BCSI-7: Students will develop and model employability skills.

**INTRODUCTION TO COMPUTER APPLICATIONS:** Students will understand and apply basic skills in word processing, spreadsheet, database, desktop publishing, and multimedia presentation software.

MSBCS-BCSI-8: Students will utilize word processing software.

MSBCS-BCSI-9: Students will develop and apply basic spreadsheet skills.

MSBCS-BCSI-10: Students will develop and apply basic database skills.

MSBCS-BCSI-11: Students will develop and apply basic desktop publishing skills.

MSBCS-BCSI-12: Students will acquire basic knowledge and skills of multimedia/presentation software.

## Business and Computer Science

**COURSE TITLE:** Middle School Business and Computer Science, Grade 7

### **COURSE DESCRIPTION:**

Using project based instruction; students are introduced to the principles of business in the 21<sup>st</sup> 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, 21<sup>st</sup> century skills, and business and computer science careers of the 21<sup>st</sup> 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.

**KEYBOARDING AND ERGONOMICS:** Students will develop and apply keyboarding skills utilizing current technology.

**MSBCS-BCSII-1:** Students will reinforce keyboarding techniques.

**21ST CENTURY SKILLS:** Students will demonstrate employability skills such as working on a team, problem-solving and organizational skills.

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

**CAREERS—PATHWAYS:** Students will explore multiple career paths and their interrelatedness. They will become acquainted with the array of careers available in the Business and Computer Science pathways. This awareness is important because frequent career changes are common in the 21<sup>st</sup> Century.

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

**COMPUTER APPLICATIONS:** Students will show mastery of computer application software that encompasses word processing, spreadsheet, database, presentation/multimedia, web page, and desktop publishing. Skills will be demonstrated by creating projects.

**MSBCS-BCSII-4:** The student will utilize word processing software.

**MSBCS-BCSII-5:** The student will utilize spreadsheet software.

**MSBCS-BCSII-6:** The student will utilize database software.

**MSBCS-BCSII-7:** The student will utilize presentation/multimedia software.

**MSBCS-BCSII-8:** The student will utilize web page design software.

**MSBCS-BCSII-9:** The student will utilize desktop publishing software.

**INTERNET AND INTERNET SAFETY:** Students will examine the professional, ethical, and safe issues involved in the use of the Internet.

**MSBCS-BCSII-10:** The student will demonstrate an understanding of ethics and potential dangers related to the use of the Internet.

**INTRO TO BUSINESS:** Students will demonstrate an understanding of careers in entrepreneurship, management, marketing, and banking & finance.

**BCS-BCSII-11:** The student will examine career requirements, job responsibility, employment trends, and opportunities for careers in business.

**INFORMATION SYSTEMS:** Students will demonstrate an understanding of careers in networking, programming, and computer science.

**MSBCS-BCSII-12:** The student will examine career requirements, job responsibility, employment trends, and opportunities for careers in networking, programming, and computer science.

## Business and Computer Science

**COURSE TITLE:** Middle School Business and Computer Science Grade 8

**COURSE DESCRIPTION:** Using project based instruction students are introduced to the principles of business in the 21<sup>st</sup> 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, 21<sup>st</sup> century skills, and business and computer science careers of the 21<sup>st</sup> 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.

**KEYBOARDING:** Students will develop and apply keyboarding skills utilizing current technology.

MSBCS-BCSIII-1: Students will reinforce keyboarding techniques.

**21ST CENTURY SKILLS:** The student demonstrates an understanding of 21<sup>st</sup> century skills such as communication, problem solving, and critical thinking as relates to the business world.

MSBCS-BCSIII-2: The students will demonstrate effective communication skills used to succeed in the business world.

MSBCS-BCSIII-3: The students will demonstrate the ability to problem solve.

MSBCS-BCSIII-4: The students will exhibit critical thinking.

**BUSINESS FOUNDATIONS:** Enhance a rudimentary understanding of business areas using a variety of computer applications.

MSBCS-BCSIII-5: The students will examine basics of accounting.

MSBCS-BCSIII-6: The students will examine basics of risk management.

MSBCS-BCSIII-7: The students will examine basics of entrepreneurship.

MSBCS-BCSIII-8: The students will examine basics of networking.

MSBCS-BCSIII-9: The students will examine basics of business law.

MSBCS-BCSIII-10: The students will examine basics of marketing.

**EXPLORATION OF 21ST CENTURY CAREERS – PATHWAYS:** Students will explore multiple career paths and their interrelatedness. They will become acquainted with the array of careers in society.

MSBCS-BCSII-11: The student will examine educational requirements, job responsibilities, employment trends, and opportunities within different career pathways.

**FINANCIAL LITERACY:** Students will examine the basics of economics and personal finance.

MSBCS-BCSIII-12: The student will demonstrate an understanding of economics.

MSBCS-BCSIII-13: The student will demonstrate an understanding of personal finance.