Career Tech Exploratory Syllabus
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PROGRAM: Business/Marketing Education

COURSE DESCRIPTION: Career Tech Exploratory is a 35 hour course designed for students in 6th grade to help them master basic technology and business skills. Reading, mathematics, and communication skills are reinforced throughout this course. Students are also offered opportunities to identify ethical issues pertaining to information systems and to gather information about careers in technology. Communications and critical thinking skills are reinforced through the use of software applications.

PREREQUISITES: This a stand-alone course. There are no prerequisites.

STUDENT ORGANIZATIONS- FBLA: Future Business Leaders of America- Phi Beta Lambda (FBLA-PBL) is a co-curricular component of this course. This student organization for 7th and 8th graders enhances classroom instruction, develops leadership skills, and provides opportunities for professional growth and service. All students are strongly encouraged to be active FBLA members in order to participate in district, state, and national competitions and conferences. A membership fee of $15 is required.

PROGRAM GOALS:
1. To encourage critical thinking skills
2. To promote educational values including economic understand and consumer competencies
3. To promote character growth and development including human relations, good work habits, positive attitudes, and ethical standards
4. To provide a realistic understanding of the work environment
5. To enhance employability skills
6. To reinforce basic skills in such areas as communications, mathematics, and technology
7. To stimulate interest in career development

INSTRUCTIONAL PHILOSOPHY: Students will be expected to meet course goals listed below and will be able to demonstrate their understanding of the required competencies. Students will be held to safety and quality standards expected on the job.

COURSE GOALS:

Following the successful completion of this course you will be able to: read functionally to complete various tasks, participate in and discuss advantages of being a member of professional organizations like Future Business Leaders of America or Phi Beta Lambda, and demonstrate employability, computer, word processing, database, spreadsheet, and Internet skills.

COURSE OUTLINE:

This class will meet for a semester and will roughly follow this outline.

1) Internet Safety, Ethics and Technology
2) Keyboarding (typing)
3) Career Awareness
4) Workplace skills
5) Google Sheets
6) Google Slides
7) Presentation Skills
8) Google Docs

COURSE EVALUATION: The students' work will be evaluated as follows:

Course Evaluation	
Evaluation Criteria	**Percentage**
Daily Participation	**10**
Tests/ Projects	**60**
Classwork	**30**

GRADING SCALE: The following scale will be used in assessing the student's content knowledge and skills during the course:

90 - 100 = A

80 -   89 = B

70 - 79 = C
60 - 69 = D
Below 60 = F

ASSIGNMENTS: Exercises may consist of typing, Word, Excel, Access, and internet activities and labs. Due date/time will be assigned when the exercise is assigned.

Test will be announced at least 3 days before the test date.

POLICIES:

- No eating or drinking is allowed in the classroom.
- No cell phones
- Any cheating or plagiarism will be dealt with severely, at the instructor's discretion. You may be given an F for the test or the assignment, or an F for the class.
- All sites and language must be school appropriate
- You must abide by all the safety rules
- Always show respect for everyone in the class. Treat people the way you want to be treated.
- Don't talk when someone else is talking. Wait your turn!
- Be on time, in your assigned seat, and logged into your computer when the bell rings.
- Do not talk when the intercom comes on.
- Stay in your seat until I have dismissed you to leave the classroom

CLASS PROCEDURES:

1. Sit in your assigned seat every day.
2. Log into your computer before the bell rings.
3. Begin working on daily assignment as soon as the bell rings.
4. Clean up your desk and log off your computer before leaving the classroom every day.

CONSEQUENCES:

1. SHAME – First and foremost you should be ashamed of yourself for breaking such simple rules.
2. Warning – it may be a comment or simply a look saying that you should know better!!
3. Writing assignment due the following school day and comes with a parent call.
4. 2nd writing assignment if the first isn't turned in the next school day and another parent call.
5. Principal's Office – if my consequences don't work, maybe the principal's will.

Chelsea Middle School
Business Department Computer Policies

I have read the Acceptable Use and Practices Regarding Technology in the SCBOE Student Code of Conduct and the following policies and agree to abide by them. I realize that failure to adhere to these policies will result in punishments, including fines and/or payment for any damages that are incurred because of my negligence or purposely vandalizing the equipment.

- Students must receive permission from the teacher before inserting any diskette, CD's, USB or flash drives from home into the classroom computer or using any personally owned technology device.
- I understand that using the Internet is a privilege and that it will be used for educational purposes only. I will not download files, write or check e-mail, visit chat rooms, use instant messenger, tweet, or visit inappropriate sites when using the Internet. I will only access the Internet with the permission of my teacher.
- I will not pirate any software. Illegal copying is against the law. I will abide by the copyright laws, which carry strict penalties if broken.
- I will not vandalize computer equipment.
- I will not tamper with the network or erase/alter any files that do not belong to me.
- I will not change any of the settings on the computer, i.e. screen savers, wallpaper, icons, etc. I realize that the computer I am assigned does not belong to me; therefore, I do not have the right to make changes unless instructed to do so by my teacher.
- I understand that the equipment I am using in class was purchased with student fees and taxpayers money. It is the property of the state of Alabama. I will report any problems regarding my computer to my teacher immediately.

Failure to adhere to rules regarding the computer will result in a Class II/III offense and payment for repairs, if any, as outlined in the Shelby County Code of Student Conduct. The severity of the punishment will be determined on a case by case basis, depending upon whether actual damage is done to the equipment, the amount of damage, and the amount of time necessary to correct any problem(s) caused by the student.

_____ _____ _____
Parent/Guardian   Signature Student Signature   Date

_____ _____ _____
(PRINTED) Parent/Guardian   (PRINTED) Student   Period

*****Please sign front and back and return this entire page to indicate you have seen the syllabus. Complete the contact information.

Student's Name (please print): _____

Parent's Name (please print): _____

Parent's Signature: _____

The best way to contact me is ** (Be sure to complete this section.)

_____ At home   Home Phone _____

                         Home Email _____

_____ At work   Work Phone _____

                         Work Email _____

_____ By cell phone   Cell Phone _____