

Business and Information Technology
William Wetsel Middle School
6th grade

CONTACT INFORMATION

Ms. Laura Daniel

Email: ldaniel@madisonschools.k12.va.us

Phone: (540) 948 – 3783 ext. 3043

COURSE DESCRIPTION

The FBLA-Middle Level program introduces middle school students to the world of leadership and business with career exploration, community service, and immersive educational programs. We will be completing FBLA activities and projects in class that will familiarize you with the organization and help you reach your full potential. We will focus on their Middle Level Achievement Program (MAP), which allows you to complete a series of assignments for personal development.

Students are introduced to the world of business using the computer as a problem-solving tool. We will strive to: increase confidence when using computers, instill courage to try new things, and grow perseverance when addressing challenges. Focus will be placed on Google tools, the Google suite and advanced search features. We will use Scratch for coding basics. Emphasis will also be on using basic touch keyboarding skills to complete a variety of projects incorporating word processing, database, presentation, and spreadsheet software. Basic Internet safety and computer maintenance issues are important components of this course. This course will help you explore more about your interests, skills, and values and how they relate to business topics. We will help familiarize you more with the computer so that it is a tool you can use most effectively. We have a variety of different topics we will cover, and programs we'll use, throughout the year.

CLASSROOM EXPECTATIONS

Show Your **BLUE!**

Be Respectful

(e.g. Allow others to learn, respect personal space, listen while others are speaking, follow directions)

Learn Everyday

(e.g. Participate in activities, engage in classroom discussions, try your best!)

Understand Responsibilities

(e.g. Be prepared, be on time, clean up after yourself)

Encourage Everyone

(e.g. Treat others with kindness, help others, include everyone in group work)

Students are expected to SHOW THEIR BLUE at all times, regardless of the classroom situation. We will also use the GROUPS acronym to guide our small group behavior: Get along, Respect others ideas, On task behavior, Use quiet voices, Participate, and Stay in your group. Warnings will be given if students misbehave. Three warnings result in a lunch detention. Contact home can result for many reasons; let's make them positive.

GRADING

Homework/Classwork: 20%

Quizzes/Labs: 30%

Tests/Projects: 50%

Please refer to your student handbook for the late work policy.

CLASSROOM RESOURCES

You will need a pencil and 3 prong folder for the course. Ones will be provided, but you are welcome to bring your own. If originals are destroyed, replacement will need to be made. Headphones from home are welcome, as well. We do have a class set.

Exploring Life and Career, Dunn-Strohecker & Tippet, Goodheart-Willcox Company, 2012 & Workbook

Now Hiring: A Story of Four Teens Finding Their First Jobs, Messina, Goodheart-Willcox Company, 2010

Scholastic, *Choices* Magazine

Other magazines and articles, as selected.

WEBSITES

www.scratch.com

www.EverFi.com

www.EduTyping.com

www.flipgrid.com

www.imdetermined.org

ABSENT/EXTRA HELP

If you are absent, you are responsible for making up your missing work within a reasonable time period (2 class periods for every 1 class period missed. Ex. I missed class Monday, my work would be due by the end of Friday's class period). Be sure you know how to use the **Past Work** link on your homepage in Canvas to navigate to the

link for your week you missed and find your missing assignments. In the classroom there is a **What Did I Miss? Crate** where you can find a slip that a classmate filled out about your absence. It is also helpful to check with a classmate and your teacher, of course.

Assignments will not be available after the end of a quarter, so make sure you have everything complete on **10/17/22**, 12/21/22, 3/15/23, and 5/26/23. Please contact me if you have any questions or are concerned about missing assignments.

Get to know your resources so that you can contact me when you need assistance. I am happy to help, however I can! We have things to adjust to this year with a new schedule and year long electives. Please don't shy away from reaching out. You can certainly get help after school, if needed. During lunch may be a possibility for some students. You may use my email or send me an email on Canvas.

Please refer to your student handbook for attendance policies, tardy policies, & school rules. These will be followed in accordance with school policies. Let us know if you have any questions or concerns.