

Bessemer City Middle School
Career Clusters Exploration /Computer Science
Course Syllabus
Career Tech Department
Ms. Levy

Classroom Location: Rm 105

Conference Hours: Monday-Friday

Office Phone: 205-432-3624

Instructor Web Page: www.bessemercitymiddleschool.com

Course Description: This course is an introductory course in the basics of career and technology education. It is an exploratory class designed to introduce students to different aspects of technology as they relate to the changing world of careers. Students who successfully complete this course will understand the role of technology in career choices and the world.

At the end of this class, students will be able to:

- Define and understand the basics of technology
- Understand the importance of and different types of technology
- Discuss and research multiple career and college options
- Determine goals and objectives
- Discuss and Develop Financial Goals
- Develop needed presentation, business, interview and communication skills
- Prepare a resume
- Develop proper keyboarding skills
- Introduction to Coding

Method of Instruction There are a number of methods that will be used to ensure that all students reach their maximum potential. Students will be given a mid-term and final exam along with bi-weekly quizzes on materials provided. Students will also be given lectures, presentations, along with daily class assignments, group discussions and other strategic teaching examples related to technology and career objectives. Most in class assignments will be completed using the Internet, Google Docs, Slides, Sheets, Code. org and Google Classroom.

Materials

Computer
Internet
Pen/Paper
Google Classroom Codes
Code.org/Project STEM

* Join Future Business Leaders of America (FBLA)*

Grading-The final grade is cumulative and includes work done during the entire semester. Students must obtain a 70% in order to successfully complete the course.

Total number of points earned/Total number of points

Grading Scale		Total Points= 2,000
90-100	A	1,000 Class Assignments
80-89	B	400 Tests (9 Week Exams)
70-79	C	400 Projects
60-69	D	100 Quizzes
59- Below	F	100 Attendance

Projects

Below is a list of required class projects.

Career/Resume Portfolio

PowerPoint/Google Slide

Finance/Excel Spreadsheet

Small Business Plan Portfolio (Business Flyer, Card, Presentation)

Voki Introduction (Computer Based Introduction)

Assignments/Tests: It is the student's responsibility to make arrangements for make-up tests, find out what assignments are missing and when they are due. Generally, for each excused day of absence the student may take 1-2 additional days to turn in work.

Assignment points will vary and must be turned in on time in order to receive full credit. Incomplete and late assignments will be accepted, but points will be deducted. Major projects will usually be marked down a grade for every day late.

Participation: Attendance, participation, and academic honesty in class are very important and it will play an important part in the grading of each student. Students are expected to attend each class and be on time. Each day points will be given for the following: 1.) Being on time 2.) Efficient use of time 3.) Effort provided 4.) Behavior 5.) Completed work and 6.) Academic honesty. If the student does not meet the above criteria, he/she will lose part or all of the credit for that day. 7.) Our student organization is Future Business Leaders of America, extra points will be given to those who join.

It is important that you, as students, have respect for yourself and your fellow classmates. Remember that you can only get out of a class what you put into the class.

PUT FORTH YOUR BEST EFFORT AND YOU WILL SUCCEED!!!!