COURSE NAME: Business and Computer Science (Grade 6)
PROGRAM SPECIALIST: Rod Hames & Kathy Krohnert
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STATE COURSE NO: (07.08300)

TEXT:	Century 21 Jr.- Input Technologies & Computer Applications , Thomson-Southwestern, By Hoggatt, Shank, & Barksdale (2006).
Primary:	This course primarily use a project driven curriculum
Supplemental:	Online various sites
SOFTWARE:	Microsoft Office Suite, Microtype (along with various online keyboarding tools), and Scratch. Many of the software programs will be Web 2.0 applications. All labs should have Netsupport – lab management software
EQUIPMENT:	34 Student Computer Workstations 1 Teacher Computer Workstation Mounted Overhead Projector with screen Dual Laser Printers

AKS STRANDS	UNITS/TOPICS	
1. Keyboarding 2. 21st Century Skills 3. Computer Applications 4. Internet and Safety 5. Information Systems	Proper Keyboarding Technique Goal Setting Careers in Business and Computer Science Setting Future Plans – Related to Personal Finance Problem Solving – STEM Coding Unit Introduction to Business Fundamentals Word Processing: Formatting and Editing a Document Writing a Business Letter Spreadsheets and Formulas Graphing Data Desktop Publishing Design and Layout in DTP Identifying Files Types (PDF, JPG, etc.)	Converting between File Types Database Management Sorting and Searching Data Multimedia Presentation Writing a Speech The Art of an Oral Presentation Common Mistakes using Visuals Computer Safety Living in a Digital World Using the Internet wisely Intellectual Property Four Primary Parts of all Computers Middle School FBLA

Keyboarding
(Unit 1: Proper Keyboarding Techniques)

Duration 12 - 18 weeks AKS & Strand: Keyboarding	Topics **Algorithms** • Why Learn Keyboarding? • Distinguish between good verse bad typing technique • Track keyboarding scores • Graph typing speeds or records using Excel • Set typing speed goals • Practice understanding muscle memory motor skills	Lesson Materials & Files Keyboarding Technique Handout YouTube Video showing ergonomics of typing Tracking Scores in spreadsheet program (Excel) Use of Microtype software
Assessments	Project: Complete set number of lessons each day/week Project: Complete Typing Report showing progress/graphs Unit Test (Showing memorization, technique, etc.)	
Discussion	Discuss the need to learn proper typing techniques Discuss the using of Excel to track data in business Discuss the importance of setting S.M.A.R.T. Goals in life	
Resources	http://MrHames.org/keyboarding/	

21st Century Skills / Computer Applications
(Unit 2: Solving Everyday Problems)

Duration 6 - 12 weeks **AKS & Strand:** **21st Century Skills** **Computer Applications**	**Topics** **Algorithms** • Business Fundamentals • Identify the Problem • Analyze possible solutions • Implement a strategy/solution • Evaluate Outcome • Personal Finance	**Lesson Materials & Files** Online WebQuest Web 2.0 software (Code.org) Supplemental materials Customized curriculum materials EverFi Vault for 6th Grade Financial Literacy SMC (Secret Millionaires Club) Online Resources
Assessments	Project: Create digital portfolio of the problem and solution using a variety of Web 2.0 or desktop applications. Cumulative quiz Formative: Daily checklist of progress	
Discussion	Discuss the importance of being a problem solver in the 21st century World Discuss the need to learn from our mistakes and be able to quickly change a course of action Discuss the need to be financially literate	
Resources	Various online and custom documents	

Internet and Safety
(Unit 3: Safe and Wise Use of the Internet)

Duration 2 - 4 weeks **AKS & Strand:** **Internet and Safety**	**Topics** **Algorithms** • Keeping Your Computer Safe • Keeping Yourself Safe Online • Evaluating Internet Sites • Proper Use of Digital Media/Apps	**Lesson Materials & Files** Online Materials FTC (Federal Trade Commission) free educational literature and instructional materials NSTeens online resources Custom created curriculum Guest Speaker: SRO (School Resource Officer)
Assessments	Project: Create online portfolio of student learning using a variety of Web 2.0 or Desktop Apps Unit Test	
Discussion	Discuss the need to keep your devices safe and yourself safe in a digital world.	
Resources	Various online site	

Information Systems
(Unit 4: Understanding Basic Parts of a Computer and how it works)

Duration 4 - 6 weeks **AKS & Strand:** **Information Systems**	**Topics** **Algorithms** - Four Parts of ALL computers - Define various components of a computer - Identify basic technical terms such as: Wifi, LAN, WAN, Cloud computing, etc… - What is Programming/Coding	**Lesson Materials & Files** Online Articles Code.org site Online Videos Scratch (MIT) software
Assessments	Project: Create online portfolio of student learning using a variety of Web 2.0 or Desktop Apps Unit Test	
Discussion	Discuss the importance of knowing the basic parts of all computers	
Resources	Various online site and materials	