



**Instructional Calendar and Resource Materials**  
**Department: Career and Technical Education**  
**Program Name: STEM**  
**Pathway: Various CTE Pathways**

**COURSE NAME: Business and Computer Science (Grade 8)**  
**PROGRAM SPECIALIST: Rod Hames & Kathy Krohnert**  
**PHONE NUMBER: Rod Hames (770) 736-5760 Kathy Krohnert (770) 654-4221**  
**STATE COURSE NO: (07.08500)**

**TEXT:** Learning with Computers, Thomson-Southwestern (Orange edition), By Napier, Judd, Hoggatt (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), 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



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AKS STRANDS	UNITS/TOPICS
1. Keyboarding 2. 21 <sup>st</sup> Century Skills 3. Business Foundations 4. Information Systems 5. Internet and Safety 6. Marketing 7. Careers 8. Financial Literacy	Proper Keyboarding Technique Goal Setting Careers in Business and Computer Science Setting Future Plans – Related to Personal Finance Problem Solving – STEM Unit Introduction to Business Fundamentals Marketing Principals 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 Sorting and Searching Data Multimedia Presentation Writing a Business Plan The Art of an Oral Presentation Common Mistakes using Visuals Computer Safety Living in a Digital World Using the Internet wisely Intellectual Property Middle School FBLA

<b>Keyboarding</b> <b>(Unit 1: Proper Keyboarding Techniques)</b>		
<b>Duration</b> 8 - 12 weeks	<b>Topics</b> <b>Algorithms</b> <ul style="list-style-type: none"> <li>• Why Learn Keyboarding?</li> <li>• Distinguish between good versus bad typing technique</li> <li>• Track keyboarding scores</li> <li>• Graph typing speeds or records using Excel</li> <li>• Set typing speed goals</li> <li>• Practice understanding muscle memory motor skills</li> </ul>	<b>Lesson Materials &amp; Files</b> Keyboarding Technique Handout YouTube Video showing ergonomics of typing Tracking Scores in spreadsheet program (Excel) Use of Microtype software and *optional Typing Club.com
<b>AKS &amp; Strand:</b>  <b>Keyboarding</b>		
<b>Assessments</b>	Project: Complete set number of lessons each day/week Project: Complete Typing Report showing progress/graphs Unit Test (Showing memorization, technique, etc.)	
<b>Discussion</b>	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	
<b>Resources</b>	<a href="http://MrHames.org/keyboarding/">http://MrHames.org/keyboarding/</a>	



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<b>21<sup>st</sup> Century Skills</b> <b>(Unit 2: Entrepreneurship)</b>		
<b>Duration</b>	<b>Topics</b>	<b>Lesson Materials &amp; Files</b>
8 - 14 weeks	<b>Algorithms</b> <ul style="list-style-type: none"> <li>• Business Fundamentals</li> <li>• Identify a Problem that can be solved by making a business</li> <li>• Analyze possible solutions</li> <li>• Implement a strategy/solution</li> <li>• Evaluate Outcome</li> </ul>	Microsoft Office Suite Web 2.0 software (i.e. Weebly, Prezi, Animoto, etc.) Supplemental materials Customized teacher created curriculum materials EverFi Venture – Food Truck online business
<b>AKS &amp; Strand:</b>  <b>21<sup>st</sup> Century Skills</b>  <b>Business Foundations</b>  <b>Computer Applications</b>  <b>Marketing</b>  <b>Careers</b>  <b>Internet and Safety</b>		
Assessments	Project: Create digital portfolio of the problem and solution (New Business Venture) using a variety of Web 2.0 or desktop applications. Students write business plan, create business cards, flyer, and website for their new business Project: Students complete online food truck business using EverFi – Venture online software simulation Project: Shark Tank simulation – Student learn valuable presentation skills and the written process of making a detailed business plan Formative: Daily checklist of progress	
Discussion	Discuss the importance of being a problem solver in the 21 <sup>st</sup> 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 wise about business choices for a new business like breakeven cost and target market research	
Resources	Various online and custom documents	



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<b>Financial Literacy</b> <i>(Unit 3: Solving Everyday Problems)</i>		
<b>Duration</b> 2 - 4 weeks	<b>Topics</b> <b>Algorithms</b>	<b>Lesson Materials &amp; Files</b>
<b>AKS &amp; Strand:</b>  <b>Financial Literacy</b>	<ul style="list-style-type: none"> <li>• Investments</li> <li>• Savings</li> <li>• Banking</li> <li>• Credit</li> <li>• Insurance</li> </ul>	Supplemental materials Customized curriculum materials EverFi Financial Literacy for 8 <sup>th</sup> Grade Online Stock Market Simulation like <a href="http://www.marketwatch.com/game/">http://www.marketwatch.com/game/</a>
Assessments	Project: Students design a budget and make online investments in the stock market along with following the EverFi modules online Cumulative quiz Formative: Daily checklist of progress	
Discussion	Discuss the need to be financially literate in the areas such as: Investing, Savings, Giving, Spending, Banking, Credit, Insurance, etc.	
Resources	<a href="http://mrhames.org/8thgrade/stkmkt/index.htm">http://mrhames.org/8thgrade/stkmkt/index.htm</a> Other various online and custom documents Guest Speakers	

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