BUSINESS & TECHNOLOGY

M021000 Computers
Grade 6
(Required - 1 Semester)
Students will be introduced to the computer and its capabilities. They will learn and understand how to touch type. Continued development of touch typing techniques will be emphasized throughout the course. Students will also expand their knowledge and skills through:
- Word processing
- Data entry and spreadsheets
- Presentation development
- Graphic design
- Photo editing

Projects include the continued development of letters, memos, tables, outlines, reports, spreadsheet creation and slideshow presentations. Students will be introduced to the use of digital graphics, photos, animations, sound and digital design.

M021301 Computer Topics Technology & Future
Grade 8
(Elective - Semester 1)
Students in this class will expand their knowledge of a computer and its capabilities.Students will be using computer applications to develop life skills and career planning projects. They will learn and understand the job search process and how technology can benefit them both educationally and with employability. Effective use of internet resources will also be part of this class. Aligning one's interests and aptitudes to a career pathway and plan will be emphasized and developed. Content includes the skill development of the following areas:
- Word processing, spreadsheet, and presentation skills
- Development of employability skills using technology (resume writing, business letters, online applications)
- Online learning opportunities as it relates to career exploration
- Using internet resources to improve academically and expand employment opportunities
- Career exploration and career pathway research
- Development of a career plan

M021402 Computer Applications
Grade 8
(Elective - Semester 2)
Students in this class will expand their knowledge of various computer applications An entrepreneurial theme will be used in this class will be the development of a hypothetical student owned business. They will create an application, brochures, business cards, billboards, flyers, presentations and a web page Personal finance projects will also be developed relating to consumerism, budgeting, taxes and credit. Internet resources will also be used to research and support project content. Content includes the skill development of the following areas:
- Word processing, spreadsheet, and presentation skills
- Multimedia skills using pictures, graphics, animations, sound and digital video
- Presentation and slideshow concepts
- Web page creation and design
- Development of entrepreneurial skills
- Introduction to personal finance topics