

## MIDDLE SCHOOL

### INSTRUCTIONAL FORM

Area Orientation and Exploration of Business Occupations and Business Labs  
Carl Roll (Chairman)

#### I. PHILOSOPHY PROGRAM

The Orientation and Exploration of Business Occupations program should serve as a means of exposing the student to the broad career cluster of job opportunities available in Business occupations. The courses included within are not designed to prepare the student for a specific business occupation. More importantly, the purpose is to help the student become aware of careers in the business area so he/she may make informed choices in course work at the high school level to insure career goal attainment.

#### II. PROGRAM GOALS

To provide instructional experiences at the middle school level to acquaint students with careers in business and office occupations, the types of tasks performed by workers in these positions, career and educational ladders, and planned instructional sequences through which career objectives may be attained. Students will also learn keyboarding skills, computer application skills, decision making, problem solving and work ethics.

#### III. PROGRAM ACTIVITIES

The courses include a study of the types of occupational areas in the broad career cluster of business and office occupations. Classroom activities using computer equipment and software provides reasonable simulation of the tasks performed by business workers. The courses utilize many audiovisual presentations, hand-outs, guest lecturers and field trips. The activities of Future Business Leaders of America maybe included as a part of the instructional course.

#### IV. ACTIVITIES

##### **DEVELOP KEYBOARDING SKILLS UTILIZING CURRENT TECHNOLOGY**

##### **APPLY KEYBOARDING SKILLS UTILIZING CURRENT TECHNOLOGY**

Perform word processing activities.

##### **EXPLORE BUSINESS CAREER OPPORTUNITIES**

Research business

Apply problem-solving

##### **PERFORM MATHEMATICAL APPLICATIONS**

##### **PERFORM COMMUNICATION ACTIVITIES**

Locate, interpret and record information.

Follow oral and written instruction.

Participate in group discussion activities.

Compose and revise sentences applying principles of standard English.

##### **DEMONSTRATE PROPER AND SAFE PROCEDURES WHILE WORKING WITH TECHNOLOGICAL TOOLS**

Follow lab safety rules and procedures.

Demonstrate good housekeeping at work stations.

Exercise care and respect for all tools.

##### **PERFORM TECHNOLOGY APPLICATIONS - The student:**

Using the basic functions and commands of word processing software.

Using the basic functions and commands of database software.

Using the basic functions and commands of spreadsheet software.



**VIII. SPECIAL CONSIDERATIONS**

**(1) Heating/Cooling/Ventilation**

Climate control as in rest of building.

**(2) Acoustical**

Lab needs considerable sound absorbing material because of noise produced by various office machines.

**(3) Floor**

Tiled floors throughout.

**(4) Walls**

In office, view window to let instructor view entire lab area and to be able to view any student using room for office simulation. Office area and storage room will be adjacent to each other.

**(5) Ceiling**

Standard

**(6) Lighting**

Energy-efficient fluorescent lighting.

**(7) Windows**

Window treatments (vertical blinds, shades, etc.) will be provided for all exterior windows.

**(8) Doors**

Material storage room door to be lockable. Interior passage door to have window.

**(9) Water**

Single sink in a built-in counter; hot and cold water in lab.

**(10) Communications**

One standard clock and two-way intercom in labs. Phone line. Provide television conduit from media center. Also provide wiring for computer terminals and peripherals in lab. Computer data lines and internet access to all computer stations.

**(11) Electrical**

Each lab to have 110v outlets every 12' on the walls; on the wall with sink and storage cabinet 110v outlets should be placed above counter area. Classroom/lab to have adequate power to all computer stations. Lab to have master electrical cut-off switch for machines.

**(12) Gas and Air**

**(13) Safety**

Master cut-off switch for all electric outlets. Carbon dioxide fire extinguisher and water mist fire extinguisher for computer.

**(14) Fencing**

N/A

**(15) Service Drives**

N/A

**(16) Parking**

N/A

**(17) Built-ins**

**A. Built-in work counter**

Lab to have base cabinets with counter sink. Cabinet to have two adjustable shelves underneath. Cabinets to be 3'd x 36"h with Formica finish and lockable.

Work counter the length of one wall/storage above and beneath. (standard)

**B. Built-in cabinets/shelving**

Storage room to have shelving 8' high and 2' deep on three (3) walls.

**C. Built-in Instructional Aids**

Lab to have one whiteboard, approximately 4'x8' on wall with erasure rails; tackboard, approximately 4'x6' on wall and one AV screen mounted on wall or ceiling, adjustable for angles.

**D. Other Built-ins**

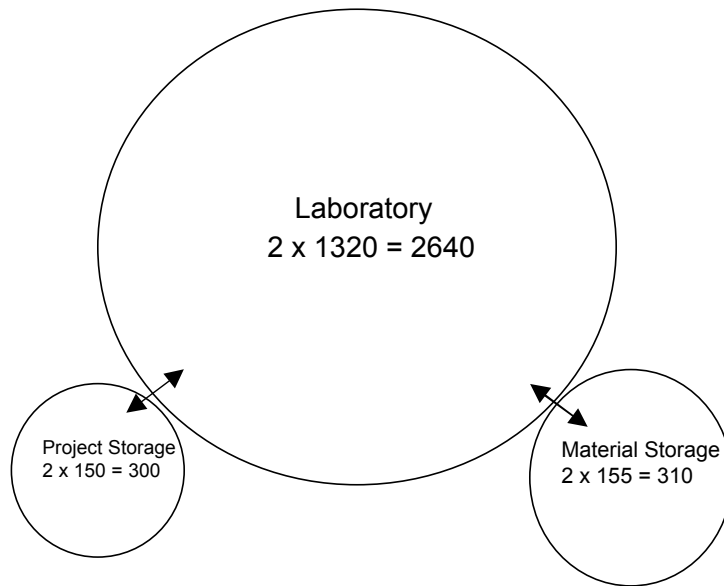
N/A

**(18) Other Considerations**

N/A



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