

MIDDLE SCHOOL BUSINESS TECHNOLOGY EDUCATION

New Construction

I. PROGRAM PHILOSOPHY

The Business Technology Education program is designed to provide an opportunity for all students to explore careers in the areas of Information Processing, Business Administration, Business Operations and Business Data Processing. Students are minimally trained to use equipment in a simple office simulation and in completing learning activities where personal qualities, knowledge, work attitudes and office skills needed for successful employment are emphasized. The activities are related to real jobs.

II. PROGRAM GOALS

To provide:

1. Opportunities for exploration of careers in the fields of Business and Office Occupations.
2. Experience in handling simple personal business affairs, e.g. placing phone calls, personal budget, personal checking account, a paycheck.
3. Student will learn to input on a microcomputer.

III. PROGRAM ACTIVITIES

Students receive an orientation to the business world, getting a job, filling in applications, etc. They then select job activities related to their particular interest. Using equipment and materials provided, they simulate job experiences. The Free Enterprise System and consumer education are an integral part of the program. To help students with learning problems: software, videos, digital cameras, and scanners are used. Students will operate a microcomputer by loading and running programs. They will learn how the computer, monitor and printer work together and how software and computer hardware communicate.

IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio	1:30
Student Capacity per Period:	30
Total Number of Teachers:	1
Total Number of Aides:	NA (If applicable)
Grade Levels or Age Levels for Which Program is intended:	6, 7 and 8
Hours per Day Space Will Be Used"	All Day

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

Students are taught the proper techniques of keyboarding on a computer.

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VI. SQUARE FOOTAGE CHANGES EXPLANATION THAT VARIES FROM APPROVED FACILITIES LIST

State Board Rules 6A-2.32 Educational Facilities provides the size and occupant design.

District decision to not include 150 NSF for small project storage to save cost.

VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

*Shown on Drawing

purchased and installed by contractor

<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment Needed</u>
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TEACHER OFFICE/WORK/STORAGE

1	Computer with Printer
1	Adjustable Posture Chair on Casters
1	Library Table
2	Straight Chairs
1	Four-Drawer Filing Cabinet
1	L-Shaped Desk

CLASSROOM

30	Adjustable Posture Chairs on Casters
*30	Computer Tables
6	Electronic Calculators
30 Stations	Computers
1	Overhead Projector
30	Bookstands
1	Stapler
1	Long Reach Stapler
1	Electric Pencil Sharpener
1	Paper Cutter
1	Digital Video Camera
1	35" TV Monitor
1	Lectern
1	Roll Cart with Casters
1	Three-Hole Paper Punch
1	Display Easel
1	LCD Projector
1	Scanner
1	Digital Camera
2	Black and White Laser Printers
1	Color Laser Printer

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IX. SPECIAL CONSIDERATIONS

- **Safety**

Master switch for equipment

Surge protectors for outlets

- **Built-in Cabinetry**

- A. Built-in work counter

Along one wall in laboratory a cabinet area with plastic laminate covered counter top and adjustable shelves. Cupboards above counter have adjustable shelves. All cupboards to be plastic laminate covered. 8' x 4' x 2' Lower; 8' x 4' x 12" Upper.

Work counter in Teacher Planning/Storage area, 8' x 3' x 2' with sink.

- B. Built-in cabinets/shelving

One 4 ft. wide x 7 ft. high x 2 ft. deep lockable storage cabinet

Metal shelves in Teacher Planning/Storage area 8' x 6' x 12".

- C. Built-in Instructional Aids

A 4' x 16' Markerboard on the front teaching wall with a 4' x 4' Tackboard adjacent.

An additional 4' x 8 foot Markerboard provided on a side wall.

A 4' x 8' tackboard provided on a side wall.

60" x 80" NTSC Format A. V. Screen

- **Other Considerations**

View window between the classroom and teacher work area.