

BUSINESS EDUCATION DEPARTMENT

Our curriculum is designed to assist all students in developing computer and business skills for both future academic endeavors and employment pursuits. Students will be able to develop an understanding and appreciation for and about business and technology.

Supervisor: Linda Ayers ayers@wboe.org

Staff: Kelly DeCongelio decongelio@wboe.org
Linda Saxon saxon@wboe.org

Goals

- Students will be able to use computer applications and technology tools to conduct research, solve problems, improve learning, achieve goals and produce products and presentations.
- Students will develop career awareness, employability skills, and foundational knowledge necessary for success in the academic world and in the workplace.

Grading Policy Grades 9-12

40% Tests	At least three tests or alternate assessments will be given. At least three quizzes must be given to equal one test grade. A notebook check will count as a quiz grade and at least one will be given each marking period.
40% Projects	Regular class assignments and interdisciplinary projects
20% Classwork/ Homework	Work accomplished

Grading Policy Grades 7-8 Cycle Rotation

20% Quizzes	At least three quizzes will be given on theory. A notebook check will count as a quiz grade and at least one will be given during each marking period.
40% Projects	Regular class assignments and interdisciplinary projects
20% Classwork	Work accomplished
20% Other	Grade 7 – Keyboarding technique evaluation Grade 8 - Oral PowerPoint presentation

Recent Initiatives

Middle College Accounting I which was offered for the first time in September 2005 continues to grow this school year. Middle College Accounting II is also being offered.

CBE students have changed its “Seniors Teaching Seniors” program to “Computer Skills for Adults”. Any Wallington resident wishing to learn computer skills is welcome.

Co/Extracurricular Activities

The Cooperative Business Education (CBE) Program enables students to attend school in the morning and work in the afternoon. Students are observed and evaluated periodically by their employers and teacher/coordinator, Mrs. Ayers.

Future Business Leaders of America (FBLA) provides students with an opportunity to strengthen their leadership skills in business. Adviser: Mrs. DeCongelio

Technology Club collects unwanted computers, refurbishes them, and donates them to needy students. Adviser: Ms. Saxon

Wallington Ad Agency (WAA) prepares business cards, banners, brochures, invitations, etc. for staff and students. Adviser: Ms. Saxon

Upcoming Activities

The Fall session of “Computer Skills for Adults” will begin on Monday, October 15, at 10:09 a.m. in Room 104. To register for this program, please contact Mrs. Ayers at 973-777-0228.