ADST – Bus Ed 8 Ms. Kwon

## Room: 318

**Email:** sue.kwon@burnabyschools.ca

## Course Description

Welcome to the Business Education! Business Education 8 encompasses areas of computers and communication devices, digital literacy, entrepreneurship and marketing and media arts. This content assesses the link between designs and needs, skills required to complete tasks and tools and technologies required to complete these tasks through a Business lens.

## Units

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| **Digital Literacy**   * Digital citizenship * Email and social media * Internet searches | **Entrepreneurship and Marketing**   * Product life cycle * Marketing strategies * Advertising * Market Needs * Business venture | **Computers and Communications Devices**   * Office 365 * Impact of mobile devices * Forms of communication: videos, blogs, podcasts and social media * Network and Internet |

## Computer Lab Expectations

* Do not eat or drink at any point in the lab so that we can keep our computer lab clean and beautiful for everyone in the school to use.
* No games
* No social media websites (Facebook, Instagram, Snapchat etc.)
* No YouTube videos (unless related to the course)

## Expectations and Goals

* **Be respectful:** This means you treat your classmates and myself with respect. This means you will…
  + Listen attentively when anyone in the class is speaking
  + Use appropriate language and behaviour.
* **Take responsibility for your own learning:** this means you will be on time, have your homework done on time, ask questions when you have them, come to class and be on time.
* **Absences**: Please let me know ahead of time if you know you will be away. If you happen to miss class because of something unpredictable (i.e. getting sick), please bring a note from home explaining your absence on your FIRST day back.

# ****Cellphone Policy****

* When I am speaking to the class or a classmate is speaking in group discussions or presenting, phones should be put away in your backpacks.
* When you are doing independent work, you may listen to music at a reasonable volume.
* No videos or pictures (this includes snapchats!) should be taken at any time unless they are for class work. Taking unrelated photos or videos in class will result in your phone immediately being taken away.
* If a student does not respect the rules (e.g. do not put their phones away when asked) the phone will be taken for the remainder of the class.