



Introduction to Business and Technology Course Syllabus

Spring Semester, 2017

Instructor: Theresa Friedman, theresa.friedman@walton.k12.ga.us

Prerequisite: None

Text: Various textbooks and supplementary materials, including newspapers, periodicals, and web documents.

Computer Software: *Microsoft Office 2010; Internet*

Course Description:

Introduction to Business & Technology is the foundational course for the Administrative Support, Small Business Development, and Human Resources Management pathways. The course is designed for high school students as a gateway to the career pathways above, and provides an overview of business and technology skills required for today's business environment.

Knowledge of business principles, the impact of financial decisions, and technology proficiencies demanded by business combine to establish the elements of this course. Emphasis is placed on developing proficient fundamental computer skills required for all career pathways. Students will learn essentials for working in a business environment, managing a business, and owning a business.

The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Students will not only understand the concepts, but apply their knowledge to situations and defend their actions/decisions/choices through the knowledge and skills acquired in this course.

Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the employability skills standards and content standards for this course.

Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the business world. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are taught in this course as a foundational knowledge to prepare students to be college and career ready.

Introduction to Business & Technology is a course that is appropriate for all high school students. After mastery of the standards in this course, students should be prepared to earn an industry recognized credential: Microsoft Office Specialist for Word Core Certification.

Course Standards: Upon successful completion of this course, students will be able to:

IBT-1 Demonstrate employability skills required by business and industry.

IBT-2 Apply technology as a tool to increase productivity by creating, editing, and publishing industry-appropriate documents.

IBT-3 Master word processing software to create, edit, and publish professional-appearing business documents.

IBT-4 Analyze and integrate leadership skills and management functions within the business environment.

IBT-5 Demonstrate understanding of the concept of marketing and its importance to business ownership.

IBT-6 Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas.

IBT-7 Demonstrate an understanding of entrepreneurship through recognizing a business opportunity, how to start a business based on the recognized opportunity, and basics of how to operate and maintain that business

IBT-8 Understand, interpret and use accounting principles to make financial decisions.

IBT-9 Develop effective money management strategies and understand the role and functions of financial institutions.

IBT-10 Research and interpret the various risks involved in operating a business while determining the role of insurance for a business.

IBT-11 Examine basic human resources and the legal aspects of a business while incorporating the methods into business practices.

IBT-12 Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events.

Requirements:

- ✓ Pen/Pencil and Paper
- ✓ Headphones may be required for certain projects
- ✓ Notebook may be required for certain projects

Grading: Students and parents can check progress daily at <http://www.wcpsgrades.org>. Grades earned throughout the semester as outlined below on the grading scale **will be worth 90% of the final grade in the class.** The SLO or final exam is worth 10% of the final grade in the class.

Grading Scale	
Daily	30%
Projects & Assessments	50%
FBLA	20%
Class Grade (90%)	100%
Final Assessment	10%

Late work: Students have **one week to turn in make up/missing assignments** from absences. It is the student's responsibility to find out what work was missed during an absence and turn it in by the 5th school day from the return of the student. Work must be turned in on time. All other late work will result in a grade of 70%.

Late work deadlines: Fall Semester: December 2; Spring Semester: May 10

Work Ethics/Class Participation: All business education classes incorporate positive work ethics into the curriculum. This includes attendance, punctuality, time management, integrity, cooperative work, and pride.

FBLA: Future Business Leaders of America (FBLA) is co-curricular with the business courses, which means that FBLA is part of the curriculum and in the standards for the course. Students will be expected to participate in FBLA assignments/activities which are done in class. Students are encouraged to join **FBLA for \$15 (basic membership) or \$25 (basic membership & t-shirt).** Members will be able to earn awards, participate in community service projects, compete at leadership conferences, and much more! It also looks great on their resumes!

Dress for Success: Dress for Success is part of the curriculum and will be incorporated in the FBLA grade. Students are expected to wear business casual on those days and will earn 100% in the FBLA grading category for being dressed professionally. The following dates will be **Dress for Success Dates: January 25, February 15, March 29, April 26, and May 10 (make up).** If a student is absent, he/she will have five (5) days to make up the Dress for Success grade. This is an exception to the LATE assignment policy. Full credit will be given if the student makes it up within 5 days. After 5 days, the grade remains a zero.

Tardy Policy: Students are expected to be in the classroom when the tardy bell rings. Students who are tardy will be disciplined according to school tardy policy.

***Refer to Student Agenda for LHS Tardy Policy.**

Classroom Guidelines: See Classroom Procedures document

Cell Phone/Electronics: Electronic devices shall not be used during class without permission. Cell phones or other electronic devices seen during class will result in the device being placed in "cell phone jail" for remaining of the period
1st offense: parent notification, 2nd offense or more: administrative referral.

Discipline Policy: *If the student chooses NOT to follow the discipline plan, the following steps will be taken:*

- 1st offense: Verbal warning/discussion/parent contact
- 2nd offense: Detention and parent notification
- 3rd offense: Administrative referral

Severe clause: *For any offense that is regarded as "severe", the student will immediately be referred to an administrator.*

The syllabus should be considered a work in progress and items can be changed once it has been discussed between the teacher and students.