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**BUSINESS EDUCATION DEPT.**  
**Intro to Business and Technology**  
**Course Syllabus**  
**2020-2021**



**Career Cluster:** Business Management & Administration  
**Pathway:** Business Technology, Small Business Development

**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.

<b>Course of Study Topic Outline</b>	<b>Course Standards:</b>
<b>Semester 1</b>	
Introduction to Technology	IBT-1, IBT-2
Word Processing Applications	IBT-1, IBT-2, IBT-3
Effective Communication Skills	IBT-1, IBT-2, IBT-3, IBT-6, IBT-12
Leadership and Management	IBT-1, IBT-2, IBT-3, IBT-4, IBT-12
Entrepreneurship and Business Ownership	IBT-1, IBT-2, IBT-3, IBT-7, IBT-12
<b>Semester 2</b>	
Introduction to the World of Marketing	IBT-1, IBT-2, IBT-3, IBT-5, IBT-12
Accounting 101	IBT-1, IBT-2, IBT-3, IBT-8, IBT-12
Money Management Basics	IBT-1, IBT-2, IBT-3, IBT-9, IBT-12
Managing Risks	IBT-1, IBT-2, IBT-3, IBT-10, IBT-12
Introduction to Human Resources	IBT-1, IBT-2, IBT-3, IBT-11, IBT-12
FINAL PROJECT: Job Acquisition/E-Career Portfolio	IBT-1, IBT-2, IBT-3, IBT-6, IBT-11, IBT-12

In addition to content standards, students will be responsible for showing mastery of the Common Core literacy standards. These standards will be taught using reading and writing activities related to the content area. Reading materials may include novels, technical manuals, articles or other appropriate materials as determined by the instructor.

*Throughout the school year the students will be working in groups. Sometimes these groups will work together for a class period. Other times they will work for four or five days in order to complete the assignment. When the students are not in groups, they will be involved in individual activities. These activities may include taking notes, working on individual projects, etc... The students must be willing to be involved in the class activities in order for them to be successful.*

***Group or individual projects must be completed within the time allotted.***

### **P.R.E.P. Academy Grading Policy:**

Daily Grades/In-Class Assignments.....	20%
Tests .....	20%
Projects/Lab Work .....	40%
Benchmark/SLO.....	20%

### **Make-Up Tests/Assignments:**

Students can make up class work and tests or receive help from the teacher before or after school. On days when administrators schedule meetings after school, the lab will not be available for students. Please check with the teacher before you plan to stay to make sure she is available. If a student is absent for any reason, it is his/her responsibility to find out the assignments missed and then make up the work. Ten points will be deducted from the graded work for each day late beyond the due date.

### **Classroom Rules/Conduct:**

As part of the P.R.E.P. Academy, the Business Education Department focuses on professionalism, accountability, responsibility, self-discipline and similar work ethics that are expected behaviors in a business environment. Therefore, each student is expected to conduct himself/herself in a professional manner by avoiding the following infractions: (1) unnecessarily stopping the teacher from teaching, (2) hindering other students from learning, and (3) engaging in behavior that is not in the best interest of the class. To insure that an acceptable learning atmosphere is maintained, the teacher will enforce the discipline procedures outlined in the Thomas County Central High School *Parent/Student* handbook. In addition, the following classroom rules will be enforced.

- A. Be seated and ready to begin class when the tardy bell rings. Do not stand around outside the classroom.
- B. Stay awake and alert in class.
- C. Keep drinks/food/cell phone/electronic devices in book bag. Do not bring these items down the hallway.
- D. Discard trash in trashcans.
- E. Keep book bag, purse, etc, out of the aisle. Keep purses on the floor beside your seat.
- F. Do not interrupt the teacher or another student unnecessarily during instruction.
- G. Be respectful of the teacher and students in the class.
- H. Remain seated until class is dismissed by teacher—no moving to visit with friends.
- I. Dress appropriately as documented in the *Parent/Student* handbook.

- J. Keep the computer settings established by the computer technician, and avoid touching the back of the computers.
- K. Students will not receive credit for an assignment that was obtained dishonestly and will be required to complete a more difficult alternative assignment. Any student involved in assisting or allowing the dishonest student to obtain the assignment must also complete an alternative assignment and will not be given credit for the previously-completed assignment. **Student directories will be checked periodically for individual completion of assignments.**
- L. All computer assignments must be completed at school.

### **Consequences for Misconduct:**

- **1<sup>st</sup> Offense: Verbal Warning. Documented.**
- **2<sup>nd</sup> Offense: Written Warning. Copy sent home for parent signature. Documented.**
- **3<sup>rd</sup> Offense: Disciplinary write-up to Mrs. Adams, CTAE Director and Assistant Principal.**

### **Computer Use:**

Students will be required to access the Internet for some assignments and projects. Each student must have an Acceptable Use Policy (AUP) on file at the school. All policies in the AUP will be followed.

Students should only use the Internet when instructed for classroom purposes. Students who are caught playing games, downloading/streaming music, on inappropriate websites, attempting to bypass the filtering system, emailing, or participating in other questionable activities will receive a referral and their computer privileges may be revoked.

### **Future Business Leaders of America (FBLA):**

A quarter of a million high school and middle school students, college and university students, faculty, educators, administrators, and business professionals have chosen to be members of the premier business education association preparing students for careers in business.

Why is FBLA-PBL so popular? It's simple. We have developed a unique value program that excites students, faculty and administrators, and business professionals to join our organization. If you are interested in developing leadership, communication, and team skills, or simply looking for an organization to meet and network with others at the local, state and national levels, then FBLA-PBL is the organization for you.

### **EOPA Statement**

Students are encouraged to select a pathway beginning in ninth grade that is connected to their college and career goals. This course is the first course, of three, which leads to the completion of an Entrepreneurship Pathway, Business & Technology Pathway, or Human Resources Management Pathway in the CTAE department. At the conclusion of the third pathway course, students will be required to take an End of Pathway Assessment. This assessment provides students an opportunity to demonstrate what they have learned by completing an online, nationally recognized exam. Students who complete a pathway and earn an industry credential by passing the assessment will receive a graduation cord to signify their achievement.