**South PauldingHigh School**

**Introduction to Business & Technology**

2018-2019 Course Syllabus

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| **Teacher** | Mrs. Megan Ross | **Room #** | 615 |
| **Email Address** | mross@paulding.k12.ga.us | | |
| **Teacher Support** | Edmodo.com | | |

**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. *The pre-requisite for this course is advisor approval*.

**FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**

FBLA is a co-curricular student organization that plays an integral part in the components of the Business & Technology course standards. FBLA activities are incorporated throughout this course and the rest of the Business and Computer Science courses. Students are strongly urged to join FBLA to benefit from the wealth of opportunities the organization has to offer. FBLA Dues for the 2017-2018 school year are $25.

COURSE STANDARDS

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| **COURSE STANDARDS** | |
| 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. (FBLA) | |
| **UNITS/TOPICS** | |
| **Weeks 1-8:**  1. Introduction to Technology  2. Word Processing Applications  3. Effective Communication Skills  4. Introduction to the World of Marketing  5. Entrepreneurship and Business Ownership | **Weeks 9-18:**  1. Leadership and Management  2. Accounting 101  3. Money Management Basics  4. Managing Risks  5. Introduction to Human Resources |

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| **Instructional Supplies Required** |
| 16 GB Flash drive  Pen/Pencil  2-Pocket Folder |

EVALUATION AND GRADING

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| **Assignment Categories** | **Grade Weights** | **Grading Scale** |
| Classwork Final Exam  Projects Quizzes Unit Tests | Formative Assessments 20%  Daily Work Quizzes  Summative Assessments 70%  Unit Projects  Unit Tests    Final Exam 20% | |  | | --- | | A: 90 -100  B: 80 – 89  C: 70 – 79  F: 69 & Below | |

OTHER INFORMATION

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| **Expectations for Academic Success** | **Supplies Needed** |
| 1) Complete daily classwork assignments  2) Participate in discussions and ask questions  3) Participate constructively as a team member  4) Problem solve and accept challenges  5) Challenge yourself to continuously improve | * Flash drive * Folder or Binder * Pen or Pencil * Paper |

*\*This syllabus may be updated as needed throughout the semester.*

**Classroom Norms and Procedures**

**Classroom Norms**

* No open or unopened **food or drink** allowed in the computer lab at any time.
* Treat others with respect. Obscene, profane or vulgar **language**, hitting someone, mocking someone, destroying property, cheating and bad manners **WILL NOT BE TOLERATED AT ANY TIME**.
* Students may not play any type of **computer games** during class without permission from teacher.
* Electronic devices shall not be used at any time during class without permission – **including CELLPHONES**
* Students may not alter, remove, or mistreat any of the technology equipment in the classroom.
* Students may not lean in or move around the classroom in the chairs.

**Classroom Procedures**

***Entering the classroom:***

* Students will enter the classroom, sit in assigned seat, and check board for assignment instructions upon entering the classroom.
* Students will place belongings so that they are out of the aisles and not obstructing your workspace or neighbors’ workspace, at all times.

***During Class***:

* Students will only print with permission to the designated printer.
* Students will turn in work to the designated area.
* Students are responsible for missed assignments and will need to check the online course calendar for the missed assignments, locate handouts if needed, and turn in missing work within three (3) school days. Any and All late assignments will result in a grade no higher than a 70.
* Always log off the computer before you leave at the end of the period.
* You are **NEVER** to log in as anyone other than yourself.
* Students will not be permitted to leave the classroom for any reason during the **first and last 15 minutes** of class.
* Students who need to leave the classroom for any reason must fill out the class notecard hall pass and have teacher permission.
* Students will remain seated at all times unless given permission to be out of seat.
* Students will raise hand when he or she needs assistance and wait for teacher to come to them.

***End of Class***

* Students will log off the computer prior to leaving.
* Students will pick up trash around workstation and put in trash can on the way out the door.
* Students will push in chairs prior to leaving.

***Internet Privileges on Computers***

Using the Internet in the classroom is a privilege. At anytime, this privilege may be taken away if it is misused.

Ways to **lose your Internet privileges**. . .

* 1. using any type of **social media (Facebook, Twitter, Chat, Vine, Instagram, Snapchat, etc.)**
  2. using your **camera** or **webcam** during class.
  3. playing games
  4. constantly being on a site that does not relate to what we are doing;
  5. misusing or **not** taking care of your computer equipment
  6. overriding security settings or other types of hacking

**Student/Parent Agreement**

1. I have read all the pages of the class Syllabus and Classroom Norms and Procedures and can access a copy on the class website.
2. I understand that my grade will be based on daily assignments, test scores, performance projects, and a final exam.
3. I understand that grades are available online at <https://campus.paulding.k12.ga.us/campus/portal/paulding.jsp> and it is my responsibility to check grades regularly.
4. I understand I am expected to be on time to class or discipline actions will be followed.
5. I understand I am expected to bring required materials, including a flash drive to class every day. If I am unprepared for class, I understand that my grade may be impacted.
6. I understand that I am expected to act with respect for the teacher, my peers, the school’s property, and myself at all times.
7. I understand that I have access to my teacher in person or through email.
8. I understand that in case of an absence, I have three (3) school days to make up assignments and tests for full credit.
9. I understand that if I am missing assignments or am behind in class that it is my responsibility to make arrangements before or after school with the teacher to make up or get caught up on assignments.
10. I understand that electronic devices shall not be used during class without permission.
11. I understand playing games on my computer or phone is prohibited during class.
12. I have read the course syllabus.

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Print Student Name

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Student Signature Date

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Print Parent Name

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Parent Signature Date

Include Preferred Parent Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Phone/Email or Both)