

Mr. N. Haskin
229.225.5050, ext. 191
e-mail:
nhaskin@tcjackets.net

BUSINESS EDUCATION DEPT.
Business and Technology
Course Syllabus
2017-2018



Cluster: Business, Management and Administration
Pathway: Business and Technology

Course Description: This course is designed to prepare students with the knowledge and skills to be an asset to the collaborative, global, and innovative business world of today and tomorrow. Mastery use of spreadsheets and the ability to apply leadership skills to make informed business decisions will be a highlight of this course for students. Publishing Industry appropriate documents to model effective communication and leadership will be demonstrated through project based learning. Students will use spreadsheet and database software to manage data while analyzing, organizing and sharing data through visually appealing presentation.

Course of Study:

Topic:	Standards: (Georgia Performance Standards)
Productivity	<p>BMA-BT-1 Demonstrate employability skills required by business and industry</p> <p>BMA-BT-2 Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.</p> <p>BMA-BT-3 Develop organizational communication skills through professional leadership, personal ethics, and customer/ business relationships.</p> <p>BMA-BT-4 Manage data in spreadsheet software for effective use in a business environment.</p> <p>BMA-BT-5 Master use of spreadsheet software to analyze, organize and share data from a spreadsheet while presenting the data visually in a business environment.</p> <p>BMA-BT-7 Acquire database skills to manage data in a business environment</p>
Information Research	<p>BMA-BT-6 Develop creditable research skills to use information from a variety of sources.</p>
Leadership	<p>BMA-BT-8 Develop personal leadership skills to work on teams, teach others, serve customers, lead, negotiate, and work effectively and efficiently in a business environment.</p>
Student Organizations	<p>BMA-BT-9 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.</p>

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.

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. Keep your voice tone to a low level.
- H. Bring paper, unfinished assignments, notebook, and pen/pencil to class every day. Students may not leave class to go to their locker.
- I. Remain seated until class is dismissed by teacher—no moving to visit with friends.
- J. Do not comb hair, apply nail polish, use mirrors, spray colognes, put on makeup, etc.
- K. Dress appropriately as documented in the *Parent/Student* handbook.
- L. Coursework from another class may not be completed in class unless ALL Business and Technology assignments are completed.
- M. Teacher cannot supply scissors, construction paper, tape, correction fluid, colored markers, or other materials used for other assignments.
- N. Keep the computer settings established by the computer technician, and avoid touching the back of the computers.

- O. 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.**
- P. In-class assignments are due on the day, or day after, the assignment is given (unless specified differently).
- Q. All computer assignments must be completed at school.

Consequences for Misconduct:

- **1st Offense: Verbal Warning. Documented.**
- **2nd Offense: Written Warning. Copy sent home for parent signature. Documented.**
- **3rd 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, e-mailing, or participating in other questionable activities will receive a referral and their computer privileges may be revoked. Examples of inappropriate sites include Archbold Hospital and eBay.

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 one of three courses in the name of pathway 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 on-line, 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.