



Introduction to Business & Technology



SYLLABUS

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Course Description

Introduction to Business & Technology is the foundational course for the Business and Technology pathway. 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 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 in both personally and professionally in an information-based society.

Methods of Instructional Learning

Published Materials	Instructional Supplies
Word It!, Microsoft Office 2019	Headphones (not mandatory)
Online modules and Cengage Microsoft Office	It's Learning

Future Business Leaders of America (FBLA)

FBLA is a co-curricular student organization in Business and Computer Science that promotes leadership, career planning, community service, and employability skills. FBLA prepares students for "real world" professional experiences as well as networking opportunities.

FBLA also provides learning experiences outside of the classroom.. Opportunities for scholarships, leadership training, and travel are just a few of the many benefits of FBLA. Membership is strongly encouraged for all students enrolled in a business course. **The last standard of the course is FBLA related and these employability/leadership skills are required components of all business courses.** FBLA activities and lessons will be incorporated into the class curriculum. **Please encourage your child to become a member so that he or she will receive credit and recognition for his/her accomplishments from Georgia FBLA and be able to list them on future job applications, scholarship applications, and resumes.** All other club activities outside of the classroom are optional. Members may choose their level of involvement outside of the classroom, but active membership is strongly encouraged. FBLA membership dues are \$25.

Intro to Business and Technology Grading Policy

Parents are encouraged to sign up for the parent portal to view information on student grades and attendance. Grades count as follows; Summative 60%, Formative 40%. Final Exam count 20% of final grade.

Attendance and Make-up Work

Please see Student Code of Conduct for attendance policy. Students are expected to complete work while in class. Points will be deducted 10 points daily for students who are present and submit work after the assignment is due. Students who are absent will have 3 extra days to complete their assignments.

Tardy Policy

Students are expected to be in the classroom when the bell rings. Students who are tardy will be documented in Educator's Handbook. Please refer to student handbook for tardy policy.

Computer, Internet Usage, and Plagiarism Protocol

This course is taught in a computer lab. Computers will be used on a regular basis to complete assignments and enhance student learning. They will be used to conduct research via the internet,

create documents and to complete other various projects relating directly to the course curriculum. Additionally, they must comply with lab rules at all times while using the computers. Please refer to the Computer Lab Rules for full details.

Students that have plagiarized any portion of their written work shall receive a grade of a 0. For the first offense a student may rewrite the assignment for a grade no higher than a 70. Each offense after the first, the student receives a 0 with no rewrite.

Content/Standards

BMA-IBT-1 Employability Skills

BMA-IBT-2 Apply Technology

BMA-IBT-3 Master Word Processing

BMA-IBT-4 Leadership Skills

BMA-IBT-5 Marketing

BMA-IBT-6 Professional oral & written skills

BMA-IBT-7: Entrepreneurship

BMA-IBT-8: Accounting Principles

BMA-IBT-9 Money Management & Banking

BMA-IBT-10 Insurance

BMA-IBT-11 Human Resources

BMA-IBT-12 Student Organizations

Guidelines & Expectations for Academic Success

1. Complete daily class assignments and turn in on time.
2. Participate in classroom discussions and ask questions.
3. Problem solves and accepts challenges.
4. Participate constructively as a team member
5. Challenge yourself to continuously improve.
6. Students are expected to create their own work.
7. If student needs additional time to completed assignments and projects, arrangements should be made to come in before or after school to complete class work.
8. **READ COMPUTER LAB RULES CAREFULLY AND HAVE PARENT OR GUARDIAN SIGN AND RETURN TO SCHOOL BY August 14, 2020.**

PICKENS COUNTY NON-DISCRIMINATION POLICY

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Students, parents, employees, and the general public are hereby notified that the Pickens County Board of Education does not discriminate in any educational programs or activities or in employment policies