

## **Introduction to Business and Technology**

### **Course Syllabus**

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**Course Description:** Introduction to Business and Technology is the foundational course for the Administrative Support, Small Business Development, and Human Resources Management pathways. The course is designed to provide 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.

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.

<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.

#### **Grading Policy:**

Daily Grades/In Class Assignments.....	30%
Tests.....	20%
Projects/Lab Work.....	40%
Benchmark (Final) .....	10%

#### **Late/Make Up Work:**

Make up work is the responsibility of the student. If you are absent, please see me about your assignments and due dates.

#### **Textbook/Materials:**

3 ring Notebook with paper  
Pen and/or pencil

**Classroom Rules/Conduct:**

- Believe in yourself
- Arrive on time ready to work
- Be respectful to yourself and others
- Use polite and appropriate language
- No cell phones or electronic devices unless instructed by me
- Do not cheat or copy others work
- Drinks are only allowed if they have a cap

**Consequences for Misconduct:**

- **1<sup>st</sup> Offense: Verbal Warning. Documented.**
- **2<sup>nd</sup> Offense: Call Parent or Guardian. Documented.**
- **3<sup>rd</sup> Offense: Disciplinary write-up to Mr. Huckans**

**Mission Statement**

"Our mission is to provide students with academically sound and individually relevant curricula and social services within a safe, caring, and challenging environment which builds self-respect, self-reliance, and healthy decision-making skills. Ultimately, our goal is to equip students with the necessary skills to become successful, lifelong learners and socially competent, productive members of the global community."

**Classroom Procedures****Greet students when entering classroom**

When entering class please place homework or assignments that need to be turned in into the appropriate basket. Secure all belongings neatly under your chair. Make sure to have all your materials you will need for class before class begins. Sign-in to your assigned computer and log onto [gavirtuallearning.org](http://gavirtuallearning.org) to locate your assignments.

**Students Coming to Attention**

When I raise my hand that is your signal to please stop what you are doing, stop talking if working in groups, turn and face me, and pay attention to the instructions. Do not talk when I am talking!

**Where to Place Your Work**

All assignments will be submitted online via Edmodo until Desire2Learn is up. There will be a link in Edmodo labeled for each assignment and you will submit there. To submit to Edmodo you will save the document to your student drive and then upload in Edmodo.

**Class Dismissal**

5 minutes before the bell rings to dismissed students need to clean up their area, log off of the computer, and gather their belongings to be ready to leave when the dismissal bell rings.

**Permission to Leave Classroom**

Any student needing to leave the classroom for any reason must sign in and out on the classroom log. You must write your full name, date, time you leave, and time you return. Students will be allowed one bathroom visit a week. Agenda books are required in order to leave the classroom.

**Absent/Missing Work**

If you are absent or missing work it is your responsibility to obtain any missing work. All missing work can be located on Georgia Virtual School. Make arrangements to make up any missed test or quizzes immediately.

**Finishing Work Early**

Students finishing work early may read independently, work on an assignment for another class, or work ahead on other assignments. Do NOT disturb other classmates.

**Students Needing Materials**

Students need to make sure they have all materials necessary before the lesson begins. Students needing to borrow materials will be required to leave a shoe or cell phone to ensure all materials are returned at the end of class.

## Assignment Headings

All student assignments should be headed the same way. Students should write their full name, date, and period in the upper right hand corner of every assignment.

## 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 downloading/streaming music, on inappropriate websites, attempting to bypass the server, or participating in other questionable activities will receive a referral and their computer privileges may be revoked.

***Please read the following statements, print your name, give your signature, and fill out the information below.***

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As the **student**, I have read the Introduction to Business and Technology syllabus and understand the expectations and requirements of the course. I also agree to follow the rules in Mrs. Miranda's classroom.

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**Student's Printed Name**

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**Student's Signature**

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**Date**

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As the **Parent/Guardian**, I have read the Introduction to Business and Technology syllabus and understand the expectations and requirements of the course. I also expect my Bishop student to follow the rules in Mrs. Miranda's classroom.

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**Parent/Guardian Printed Name**

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**Parent/Guardian Signature**

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**Date**

***Phone Numbers: Please circle the phone number preferred.***

Home: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Work: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Cell: \_\_\_\_\_ Best time to call: \_\_\_\_\_

E-mail address: \_\_\_\_\_