

Eagle's Landing High School

Introduction to Business & Technology

Course Syllabus

Teacher: Dr. Y. Dupree

Room #: 512

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Teacher Web Page: <http://schoolwires.henry.k12.ga.us/Domain/3736>

COURSE DESCRIPTION

Introduction to Business & Technology is the foundational course for the Administrative Support, Entrepreneurship, 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), is an integral component 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.

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.

TEACHER WEBSITE

The ELHS teacher website <http://schoolwires.henry.k12.ga.us/Domain/3736> for this course is essential for all students. Students should check the site every day for course standards, essential questions, daily focus activities (DO NOW), and course assignments.

COURSE CONTENT

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.

UNITS/TOPICS

1. Introduction to Technology
2. Word Processing Applications
3. Effective Communication Skills
4. Introduction to the World of Marketing
5. Entrepreneurship and Business Ownership
6. Leadership and Management
7. Accounting 101
8. Money Management Basics
9. Managing Risks
10. Introduction to Human Resources

Opportunities for unit recovery will be available for students (as determined by the teacher) throughout the school year.

CLASSROOM RULES AND PROCEDURES

Classroom Rules

1. Respect Yourself.
Please refrain from the following activities:
 - a. Cheating= automatic zero
 - b. Coming to class late – *Be on time prepared to learn.*
 - c. Possession of contraband (i.e. cell phones, ipods, etc): 1) warning, 2) confiscated, & 3) given to Administrator
 - d. Using profanity
 - e. Sleeping in class
 - f. Skipping class: automatic referral
 - g. Visiting inappropriate websites: loss of computer privilege
 - h. Leaving seat without permission.
2. Respect your teacher and your classmates (all inclusive) with both verbal & nonverbal behavior. This include but is not limited to:
 - a. Your teacher, her personal belongings, & personal space
 - b. Other students, his / her personal belongings, & personal space
 - c. All classroom materials / objects like furniture and computer equipment
 - d. Raise your hand to speak - do not call out or yell across the room.

Consequences:

- 1st Offense: warning
- 2nd Offense: parent contact
- 3rd Offense: detention
- 4th Offense: referral

3. Food and drink are NOT ALLOWED in the classroom, including gum.
4. Work during all work times (bell to bell). Do not log off of the computer early.
5. Follow all directions the first time given.

Classroom Procedures

1. Each student must receive written permission before leaving the classroom. NO EXCEPTIONS!
2. Bring all class material every day including notebook paper and blue or black ink pen.
3. Be familiar with subject matter / computer skills in order to complete all daily assignments, quizzes, projects and tests in a timely manner.
4. Print and save according to assignment instructions.
5. It is the responsibility of the student to acquire and complete make up assignments upon returning from an excused absence.
6. Please remain seated until your teacher dismisses the class. Your teacher, not the bell, dismisses you.

INSTRUCTIONAL MATERIALS AND SUPPLIES

Instructional Supplies

binder or folder

College Rule loose leaf paper

Blue or black ink pen

Headphones

EVALUATION AND GRADING

Evaluation in the course will be based on the following:

- | | |
|--|-------------|
| • Classwork and participation | 20% |
| • Assessments | 60% |
| • Includes quizzes, tests, and/or projects | |
| • Final Exam | 20% |
| <hr/> | |
| Total | 100% |

*Please regularly check Infinite Campus (IC) for student grades. Infinite Campus user name and password can be obtained from the counseling office.

OTHER INFORMATION

Dress for Success

Students can "Dress for Success" in business casual or professional dress every Wednesday for extra credit points.

Expectations for Academic Success

- 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.

Additional Requirements/ Resources

5) Challenge yourself to continuously improve.

*This syllabus may be updated as needed throughout the school year.

Signature Sheet

The signatures of parent/guardian(s) and student below indicate that both have read and understand the information outlined in the syllabus for the Introduction to Business and Technology 2016-2017 school year as well as the Electronic Resources information in the student handbook.

Printed Name of Student	Signature of Student
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Printed Name of Parent/Guardian	Signature of Parent/Guardian
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Daytime Phone Number	Email Address
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Printed Name of Parent/Guardian	Signature of Parent/Guardian
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Daytime Phone Number	Email Address
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Class Period	Date
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Parent Comments:

Wish List:

- I will donate facial tissue.
- I will donate hand sanitizer.

I am interested in serving as a guest speaker, an advisory committee member, or volunteer (Please circle all that apply).

Occupation: _____ Company: _____ Contact Info: _____

Comments: