

# Veterans High School

## Introduction to Business & Technology

### Course Syllabus

**School Year:** 2024-2025

<b>Teacher</b>	Mr. Tobias Stripling	<b>Room #</b>	1801
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#### **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. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society.

Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry.

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.

#### **End of Pathway Assessment (EOPA)**

Students who have successfully completed all three courses in the Financial Services Pathway will complete an end of pathway assessment. The courses in this pathway include Introduction to Business & Technology, Financial Literacy, and Banking, Investing and Insurance. This assessment is not an optional component but is required by the state of Georgia. Further information will be provided as it becomes available.

#### **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 (\$50.00)** to benefit from the wealth of opportunities the organization has to offer.

#### **Course Standards**

Standards for this course can be found on the following website:

<http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/CTAE/Pages/default.aspx>

**ALL STUDENTS ARE EXPECTED to adhere to all Veterans High School AND classroom policies and procedures as outlined in your student handbook as well as in class.**

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#### **System Grading Scale**

Daily work (daily participation) 15%

Minor Assessments (quizzes) 20%

Major Assessments (Test, projects) 45%

Final Exam 20% (This course includes a cumulative exam at the end of the semester.)

A=90-above | B=80-89 | C=70-79 | F= 69 and below

#### **Instructional Supplies**

**Please bring to class daily**

Paper/Class Notebook

Pen or Pencil

**\*\*No textbook is issued for this course.**

#### **Make-up Policy**

**Attendance is extremely important!** Work must be made up within **3 days** after an absence. It is the **student's responsibility** to get the assignments after having been absent! Students can stay after school to make their work up, BUT they must make an appointment with me. NO after school make-up will be on Fridays.

Students will be allowed to make up one test AFTER they have attended tutoring and made corrections. Students will have **5 days** to take a make-up test.

#### **Tardies:**

According to the student handbook, students are expected to be in the classroom when the bell rings or they will be marked tardy.

#### **Cyber Bullying**

As defined by Dictionary.com, "the acts of harassing someone online by sending or posting mean messages." Zero Tolerance.

#### **Canvas**

To encourage blended learning, online assignments will be posted weekly through Canvas. At least one Canvas assignment per week will be graded and entered in Infinite Campus. Students should be familiar with how to navigate the online platform, communicate with their teacher, and submit assignments on time. If there are technological limitations, please notify the teacher.

#### **Chromebooks:**

All students are issued a district-provided chrome book for instructional purposes, student engagement, and student learning. ***Chrome book use is at the direction and discretion of the classroom teacher.*** For the purposes of this course, ***student desktops will be used UNLESS OTHERWISE INSTRUCTED.***

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**Please sign and return this page to Mr. Tobias Stripling**

I have read and understand the objectives, requirements, and expectations for Mr. Stripling's Introduction to Business and Technology class. Failure to adhere to said expectations will result in (but not limited to):

- \* One-on-one conference with student
- \* Parent contact \* Parent/teacher conference
- \* Office referral/removal from class (last resort unless disturbance interferes with the instruction/learning process)

***It is my goal and responsibility to provide an optimal learning experience for each student in my classroom.***

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Best number and/or email to reach you during the day.**

\_\_\_\_\_  
\_\_\_\_\_

***Due: August 9<sup>th</sup>, 2024***