INTRODUCTION TO BUSINESS AND TECHNOLOGY

"Always deliver more than expected."- Larry Page, Co-Founder of Google

Class Rules

1. **Be here.** You can't do your work if you aren't here. You need to be in your assigned seat when the bell rings (see tardy policy).
2. **Be responsible.** Bring everything you'll need to class with you. Make sure you turn your work in ON TIME (don't forget to put your name on it when necessary).
3. **Be respectful.** You are expected to be courteous and respectful to all students, teachers, and guests. There will be no swearing, name-calling, or snide comments. Also, use of technology at inappropriate times is rude and, per school policy, devices that are ill-used will be taken from you and returned to your parents. Remember, you control your technology; it shouldn't control you.
4. **Do your best.** Think for yourself. Step out of your comfort zone. Go the extra mile. REACH!

Class Supplies

1. Folder (one will be provided)
2. Paper
3. Pencil or pen
4. Earbuds or Headphones
5. Positive Attitude

Grading

Classwork/Participation	60%
Projects/Exams	40%

Course Description

Introduction to Business & Technology is the foundational course for Business and Technology, 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), are integral components 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. 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 prerequisite for this course is advisor approval.

What are the consequences if I do not follow class rules?

1. <u>Warning</u>: the teacher provides a verbal reprimand/reminder
2. <u>Phone Call Home</u>: We will call home to discuss your actions with your parent/guardian
3. <u>After School Detention</u>: short time after school to contemplate conduct (these must be scheduled within 3 days of the infraction)
4. <u>Referral to Administration</u>: student will be immediately referred to administration for severe behavior problems.

What happens if I turn in an assignment late?

Work not completed and turned in **by the assigned date** is considered late. If a student is absent on the date work is due, the assignment is due the first day the student returns to school. **COMPLETED LATE WORK** will have 10 points deducted per day late. Any assignments more than a week late, students will only receive half credit.

What do I do if I am absent?

Always check Google Classroom for missed assignments. A student has three days to turn in any work **assigned on a day a student was absent**. If previously assigned work was due on the day of the absence, the work is due on the **first** day the student returns otherwise it is considered late (see above).

Classroom Expectations

1. Bring all materials to class daily. All other personal belongings must be stored under or beside your chair.
2. You are expected to get to class on time. The school tardy policy will be enforced.
3. Actively participate in class (take notes, ask questions, answer questions, complete assignments).
4. We will collaborate in this course on several occasions. Collaborating is not copying someone else's work. Cheating of any kind on any assignment will not be tolerated.
5. Cell phones are not allowed in class unless it is for instructional purposes.
6. Appropriate computer lab behavior is expected at all times. You are responsible for your area. Refer to the rules posted around the room concerning computer and Internet usage. Let me know immediately upon entering the room of any problems your equipment is having OR you will be held accountable for the problem.
7. Activators and summarizers will be completed everyday. You will turn these in daily.
8. Place all work in printed/written work in your folder and return your folder to the file every day.

Google Classroom

We will use Google Classroom to communicate and turn in most work for this course. Please join our classroom ASAP. Class codes vary.

Hall Passes

You will only be allowed to leave class with permission and a pass.

Classroom Resources

We will be using several resources in this course. We will be completing submitting work through Google classroom. We will use a variety of Web based resources for each unit. It is imperative that you check Google classroom frequently for reminders and due dates.

FBLA

All Business and Computer Science Courses incorporate FBLA into the curriculum. FBLA offers several opportunities throughout the school year to travel and network with other FBLA members from across the state. Members and non-members will complete FBLA activities in class for a grade. Only FBLA members will be allowed to participate in the field trip opportunities. (*All field trips are subject to principal and school board approval.)* Membership dues are $25 and includes a t-shirt. A membership form and more information is attached .

Course Standards

1. BMA-IBT-1 Demonstrate employability skills required by business and industry.
2. BMA-IBT-2: Apply technology as a tool to increase productivity to create, edit, and publish industry-appropriate documents.
3. BMA-IBT-3 Master word processing software to create, edit, and publish professional-appearing business documents.
4. BMA-IBT-4 Analyze and integrate leadership skills and management functions within the business environment.
5. BMA-IBT-5 Demonstrate understanding of the concept of marketing and its importance to business ownership.
6. BMA-IBT-6 Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas.
7. BMA-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.
8. BMA-IBT-8 Understand, interpret, and use accounting principles to make financial decisions.
9. BMA-IBT-9 Develop effective money management strategies and understand the role and functions of financial institutions.
10. BMA-IBT-10 Research and interpret the various risks involved in operating a business while determining the role of insurance for a business.
11. BMA-IBT-11 Examine basic human resources and the legal aspects of a business while incorporating the methods into business practices.
12. BMA-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.

Careers Related to Course

Accountant, Store Manager, Entrepreneur, Customer Service, Financial Advisor, Advertising Director, Merchandising Specialist, Banker, Insurance Agent, Human Resources Manager, or any other career that would benefit from critical thinking and computer skills!

Classroom Procedures

1. Walk to your seat quietly and in an orderly manner.
2. Sign into our Google Classroom and locate the section entitled, "Bell Work." Date and record your answers to the Bell Work in the document.
3. Request permission before leaving your seat or the room.
4. Raise your hand if you have something positive to contribute towards the class discussion.
5. Treat everyone with respect. Remember that this is possible in various forms.
6. Always display a positive attitude. This year will be different than all others and you will need to be able to adapt.
7. Keep your hands and feet to yourself.
8. Be safe.

Tentative Course Schedule

	Unit
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 Risk
10	Introduction to Human Resources