

INTRODUCTION TO BUSINESS & TECHNOLOGY BUSINESS & TECHNOLOGY PATHWAY COURSE SYLLABUS

Camille Spradley, Cartersville High School

Email: cspradley@cartersvilleschools.org

Phone: 770-382-3200

Office Hours: Monday through Friday 10:05 AM – 11:35 AM

Return with Parent Signature Student Copy on Schoology

COMMUNICATION

All instructional communications with students will happen through school email, Blackboard messaging, and/or Schoology. All course work will be posted in Schoology. All communications from me to parents will be sent through Blackboard messaging/email.

Students- If you have any questions outside of our scheduled class time, please contact me via email and/or Schoology messaging. I will respond to your questions during my posted office hours.

Parents- Please contact me via email. I will respond to your questions during my posted office hours.

COURSE DESCRIPTION

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 also learn essentials for working in a business environment, managing a business, and owning a business. This introductory course prepares students for both the Business & Technology and Entrepreneurship Pathways. Students will have the opportunity to further their leadership skills through Future Business Leaders of America (FBLA) components that are incorporated into the classroom. *FBLA further provides opportunities for extra-curricular activities.

By completing the Business & Technology Pathway, students will have had the opportunity to earn up to FIVE Microsoft Office certifications, including: Word, Excel, Word Expert, Outlook & PowerPoint! The Business Technology End of Pathway Assessment (EOPA) is the Microsoft PowerPoint certification exam.

COURSE GOALS AND OBJECTIVES

Upon completion of this course, the student will be able to:

- 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.
- Students will present in front of their peers on a variety of topics and will use PowerPoint or other digital media as visuals.

MATERIALS/TEXTBOOKS

- Instructor prepared materials, Internet Sources, GMetrix, Introduction to Business textbook (CENGAGE, Cost: \$50)

CAREER EXPLORATION

There are many career options related to business. During the course you will have the opportunity to explore career options associated with these areas, such as Operations Research Analyst, Financial Manager/Adviser, Accountant, Loan Officer, Human Resources Specialist, etc. Students are strongly urged to join Future Business Leaders of America (FBLA), a student organization that strives to help students develop leadership qualities required in the business world.

Benefits of being a member include:

- Gain experience by attending conferences and participating in competitions
- Explore careers
- Learn to Lead
- Develop new friendships
- Earn scholarships

An integral component of this course is the **intra-curricular student organization, **Future Business Leaders of America (FBLA)**. *Students will apply and practice concepts learned in class by managing our FBLA chapter.*

*It is **STRONGLY SUGGESTED** that students join FBLA to maximize their learning experience outside of the classroom and gain a competitive edge through field trips, competitions, leadership conferences, and community service opportunities.*

EVALUATION

- ❖ Course Grades (100% of total grade)
 - Summative Assessments 60% (Includes: major projects, certification exams & presentations)
 - Formative Assessments 40% (Includes: quizzes, daily work & work ethic)
 - Final Exam 10% of semester grade average

*Assignments will be graded in Schoology and feedback provided as needed. Course grades will then be updated in **InfiniteCampus**- this is where the student's **CURRENT GRADE** in the course can be found.

Grading Scale

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = 0 - 69

MISSED WORK DUE TO AN ABSENCE

You will have five (5) days to make up any course work or test(s) missed due to an absence. **It is your responsibility to see the instructor upon your return and to schedule a time before or after school to make up missed work. Assignments are always posted in Schoology, so you will have access to them at all times.**

CLASS CODE

- ☐ Commit to excellence
- ☐ Own your behavior
- ☐ Demonstrate success
- ☐ Exhibit a positive attitude

STUDENT EXPECTATIONS – WORK ETHIC

It is important for you to develop and practice skills that will help you to be successful in the workplace. Listed below are the skills or work habits students in this class are expected to demonstrate.

- **Attendance** - Attend class daily and be on time. Be seated when the bell rings and on task - logged on, working on the posted assignment.
- **Be prepared** with needed materials. **Organize** your materials – keep Office365 folders/notebooks up to date. Note: Ten points per day will be deducted for work that is turned in late. You will not be permitted to leave class for forgotten materials.
- **Use time efficiently** by completing work without distracting or disrupting others in the class.
- **Follow class/school rules.** No outside food or drink allowed. All food or beverages purchased from vending machines or FBLA must be consumed at the center tables. Be accountable for your actions, clean up your work area by placing materials and books in the proper place when finished working with them, no Internet use without permission; no cell phone use permitted in class without permission; follow acceptable computer/internet usage policies, and follow policies indicated in the student handbook.
***Note:** Electronic devices – cell phones, headphones, or other musical sources are not allowed in class. *Headphones are allowed during Microsoft training, but may only be plugged into the student computer.*
- **Cooperative attitude** - Positive attitude conducive to classroom/workplace.
- **Professional manners** – Exhibit a mature attitude; don't belittle other students; and listen when others are speaking. Be respectful of self and others.
- **Submit original (your own) work.** Copying or sharing of work will result in a zero for both parties. Parents will be contacted and a discipline referral for academic dishonesty will be sent to the office.

NOTE:

Passes - In general, class will not be interrupted to give students passes to go to the bathroom. If the nature of the class is such that passes may be given **without** disrupting the flow of activities in the class, a pass will be given. Pass privileges may be revoked if abused. Passes will not be given for students to go to their lockers, guidance office, other teachers' classrooms, media center, car, vending machines, etc. **The only passes allowed this year (per the administration) is to the restroom or Nurse Welch's office if the student is feeling ill.**

PARENT SECTION

I have read the syllabus as outlined and understand what is expected of my son/daughter.

Please place a *STAR* next to the preferred method of contact.

SIGNATURE _____ DATE _____

HOME PHONE# _____ E-MAIL ADDRESS: _____

WORK PHONE# _____

STUDENT SECTION

Student Name _____ Student Signature _____