

Northview High School

Introduction to Business & Technology

Course Syllabus

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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. 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.

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.

3DE BY JUNIOR ACHIEVEMENT

THROUGH CASE STUDIES AND THROUGH WORKING WITH BUSINESS AND INDUSTRY, STUDENTS WILL DEVELOP COMPETENCIES IN THE FOLLOWING AREAS:

- CREATIVITY AND INNOVATION
- CULTURAL AGILITY
- SELF-DIRECTIONS
- EFFECTIVE COLLABORATION
- ENGAGING COMMUNICATION
- CRITICAL AND ANALYTICAL THINKING



EVALUATION AND GRADING

Assignment Categories

Formative Assessments (daily classwork, discussions)
Summative Assessments (quizzes, projects, midterm project, final project)

Total Points

Formative Assessments	600 points
Summative Assessments	1400 points

2000 points total in the class
Must earn 1800 points or higher for an A
1600-1799 points – B
1400-1699 points – C
1399 points and below – F

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.
- 5) Challenge yourself to continuously improve.

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 into this course and the rest of the Business and Computer Science courses. Students are strongly urged to join FBLA (\$15.00) to benefit from the wealth of opportunities the organization has to offer. See one of the business teachers in order to sign up!