

Business Essentials

Alabama Career Tech Course

Instructor: Mrs. Jan Bergdolt
Room: Tech 2
Office Hours: M-F 7:35-7:50 a.m.
Instructor E-mail: jan.bergdolt@acboe.net
Teacher/Class Web Site: www.gophslions.com
Online Learning Environment: Schoology.com

COURSE DESCRIPTION

Business Essentials is a one-credit foundation course. Students develop an understanding of how academic skills in mathematics, economics, and written and oral communications are integral components of success in commerce and information technology careers. Students examine current events to determine impact on business and industry and legal and ethical behavior, acquire knowledge of safe and secure environmental controls to enhance productivity, determine how resources are managed to achieve company goals, and identify employability and personal skills needed to obtain a career and be successful in the workplace. As students learn about different types of business ownership, they interpret industry laws and regulations to ensure compliance, identify principles of business management, and analyze business practices to determine ethical and social responsibilities.

Credit = 1 unit

Lab Fee: \$25.00

Prerequisites - None

COURSE FEE & SUPPLIES

The required fee for *Business Essentials* is \$25.00. This is used to financially support this class and helps cover the cost of software, licenses, hardware, web tools, etc..... Please make checks payable to PHS or pay online at Gofan.co website.

INSTRUCTIONAL DELIVERY PLAN

This course is taught in a computer lab and each student has a computer. Majority of lessons are delivered and submitted through the Schoology learning platform.

Future Business Leaders of America (FBLA) is a co-curricular component of our program. Students are encouraged to become participating members of the organization that enhances classroom instruction, helps develop leadership skills, and provides opportunities for professional growth and service. FBLA club dues are \$20.00.

You may write **one check for \$45.00 for the class fee and FBLA.**

REQUESTED CLASSROOM DONATIONS:

Hand Sanitizer
Disinfectant Wipes

Course Goals:

To master concepts and skills related to communication and interpersonal skills, Entrepreneurship, Ethics, Business Management and legal, Business Finance, Safety, Marketing, and Career Opportunities.

Every Student Must Have:

Paper, Pen, Pencil

Ear Buds

ALL students need to have a pair of **Ear Buds every day!** It might be a good idea to also have a "back-up" pair.

GRADING

Major 65%
Minor 35%

Final Exam will be 20%

ASSESSMENT:

Students will have a variety of assessment opportunities. Students will have class assignments, vocabulary quizzes, and projects that will count towards their final grade.

CULMINATING PROJECT/ANCHOR ASSIGNMENT:

Students will develop an idea based on a new business venture. They will put together a business plan, business website, and business publications like a business card and promotional posters.

AVAILABLE INDUSTRY RECOGNIZED CREDENTIAL

Not applicable at this time.

CLASSROOM BEHAVIOR:

Students will be working in a computer lab setting and will be expected to handle the computer equipment with care, respect their classmates, and teacher. While working in the lab, students are expected to talk softly so as not to disturb others. They are expected to have a professional demeanor and use phrases like "Please", "Yes Ma'am" and "Thank You." Students in the computer lab are expected to be courteous to others which includes raising their hand prior to asking a question or making a comment.

BEHAVIOR INFRACTIONS:

If the behavior of a student becomes disruptive to others and the learning process, Mrs. Bergdolt will proceed with disciplinary actions as mandated by school administration.

KEYBOARDING PERFORMANCE:

Students will be assessed on their keyboarding performance while working in the computer lab on their assigned business lessons. This will include using proper keyboarding technique, proper use of hardware, the internet, and being on task.

Your child is enrolled in the Business Essentials class at PHS. . If you have any questions at any time during the semester, please feel free to call me at the school or e-mail me at jan.bergdolt@acboe.net.

Parent Signature: _____ Parent Email _____

Printed Student Name: _____ Parent Phone Number _____

All business students are encouraged to join FBLA for a **\$20.00** club fee. Club members are eligible to participate in PHS FBLA club events designed to enhance their business skill set. Membership in professional business organizations, like FBLA, gives applicants a competitive edge when applying for jobs.

One check may be written for **\$45.00**. May pay online at **Gofan.co** website.

**STUDENTS ARE TO RETURN THIS SYLLABUS
COMPLETE WITH STUDENT AND PARENT CONTACT**



Go Lions!