

Americus Sumter County 9th Grade Academy

Introduction to Business & Technology

2015-2016 Course Syllabus

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COURSE DESCRIPTION

Introduction to Business & Technology is a graduation requirement as well as 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 several different career pathways, 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.

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.

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.

COURSE CURRICULUM CONTENT

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.

UNITS/TOPICS

1st 9 Weeks:

1. Digital Literacy
2. Word Processing Applications
3. Effective Communication Skills
4. Leadership and Management
5. Entrepreneurship and Business Ownership

2nd 9 Weeks:

1. Introduction to the World of Marketing
2. Accounting 101
3. Money Management Basics
4. Managing Risks
5. Introduction to Human Resources

INSTRUCTIONAL MATERIALS AND SUPPLIES

Published Materials	DAILY Instructional Supplies	Other Requirements
Online Textbook: Microsoft Official Academic Curriculum (MOAC) & a variety of hardbound textbooks will be made available for use at school.	<ul style="list-style-type: none"> • 3-ring binder or 3-prong folder • Paper • Pen or Pencil • Flash Drive 	<ul style="list-style-type: none"> • Email • Google Docs Account • Edmodo Account

SCHOOL WIDE GRADING SCALE

DAILY GRADES & PERFORMANCE TASKS – 40%

TESTS – 40%

FINAL EXAM & SLO – 20%

TOTAL – 100%

OTHER INFORMATION

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

This syllabus may be updated as needed throughout the semester.