

## **Introduction to Business and Technology**

Course Number: 07.44130

**Instructor:** Ms. Shena Noble- Room 306

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**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.

### **Required supplies:**

1. Folder
2. Note book paper
3. Pencils and blue or black pen

**Class Norms/Expectations:** All students are expected to be respectful, responsible, resourceful and ready to learn by demonstrating the following:

1. No eating or drinking in class.
2. Raise your hand for permission to speak.
3. Stay in your assigned seat and please get permission from Ms. Noble before leaving it.
4. Listen and follow directions the first time.
5. Respect yourself, your teacher, each other, and school property.
6. Arrive to class on time.
7. **Only visit Websites approved by Ms. Noble.**

### **Consequences:**

Verbal warning  
Teacher/ Student Conference & Parent Notification  
Referral

**Tardy Policy:** Students are expected to be in their assigned seat when the tardy bell ring. Students who are tardy will be disciplined according to the school's tardy policy.

**Internet AUA (Acceptable Use Agreement):** Students will use the Internet daily in the Business and Computer Science Lab. Students are expected to use the Internet responsibly and follow the guidelines established by Taliaferro County and Ms. Noble. All students will receive an AUA form. This form should be read and signed by the student and their parent or guardian. The form must be returned to Ms. Noble. *Failure to return the form can result in students falling behind in class and negatively impact their progress.*

**Assessments/Grading:** Progress reports are issued every 4 ½ weeks. Report cards will be sent out at the end of each 9 week marking period and at the end of the semester. There will be a variety of formative and summative assessments.

**Daily Class Work:** 85%

(Daily work includes: class work, warm ups, employability skills, participation, and quizzes.)

**Major Work:** 15%

(Major work includes: presentations, projects, and test.)

**Grading Scale:**

A= 90-100%

B= 80-89%

C= 70-79%

F= 0-69%

**Academic Honesty:** The expectation of the Taliaferro County School is for all students to be honest and responsible. Cases of plagiarism and cheating will not be tolerated and will result in a grade of zero.

**Make-up Work/Incomplete/Missing Assignments:**

All make up work following an absence will be *due within two days* of the student's return to school. If a student receives an assignment before he/she is absent from school, the student is expected to turn in the assignment immediately upon returning to school. Students needing to make up assignments outside of normal class hours will need to make arrangements with Ms. Noble to complete the assignments.

Students will be notified of missing assignments and will have ten days to submit the assignments.

Assignments not received within the ten day time frame will result in a zero. All work must be completed prior to the end of each 4½ week grading period.

**Please note the teacher reserves the right to make adjustments in course content and/or grading procedures as needed.**

Ms. Shena N. Noble

CTAE

Business Education Teacher

## Introduction to Business and Technology (IBT)

The following topics/concepts will be covered in IBT:

- ✓ Employability Skills
- ✓ Business & Technology
- ✓ Document Processing
- ✓ Communication
- ✓ Leadership & Management
- ✓ Entrepreneurship
- ✓ Marketing
- ✓ Accounting
- ✓ Finance/Money Management
- ✓ Risk Management
- ✓ Human Resources
- ✓ Careers