***Veterans* High School**

**Introduction to Business & Technology**

2021-2022 Course Syllabus

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| **Teacher** |  Mrs. Belinda Collier | **Room #** |  1501 |
| **Email Address** |  Belinda.collier@hcbe.net |
| **Telephone** |  478-218-7537 Ext. 64031  |

**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. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry.

 Introduction to Business & Technology is a course that is appropriate for all high school students. After mastery of the standards in this course, students should be prepared to earn an industry recognized credential: Microsoft Office Specialist for Word Core Certification. *The pre-requisite for this course is advisor approval*.

**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. Students are strongly urged to **join FBLA ($25.00**) to benefit from the wealth of opportunities the organization has to offer.

**COURSE STANDARDS**

Standards for this course can be found on the following website:

 <http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/CTAE/Pages/default.aspx>

**EVALUATION AND GRADING**

 Daily work (daily participation) 15%

 Minor Assessments (quizzes) 20%

 Major Assessments (Test, projects) 45%

 Final Exam 20% (This course includes a cumulative exam at the end of the semester.)

**Instructional Supplies-**

**Please bring to class daily**

Paper

Pen or Pencil

 **\*\*No textbook is issued for this course**.

**Make-up Policy**:

Attendance is extremely important! Work must be made up within 5 days after an absence. It is the **student’s responsibility** to get the assignments after having been absent! Students can stay after school to make their work up, BUT they must make an appointment with me. NO after school make-ups will be on Fridays.

Students will be allowed to make up one test AFTER they have attended tutoring and made corrections.

Students will have 5 days to take make up test.

**Tardies:**

According to the student handbook, students are expected to be in the classroom when the bell rings or they will be marked tardy.

**Cyber bullying:** As defined by Dictionary.com, “the acts of harassing someone online by sending or posting mean messages.” *Please keep in mind that the Edmodo communication system is designed to work as an extension of the classroom; therefore, anything done on the site through the access of a school course group code will be treated the same as if it were said aloud in the classroom. Inappropriate comments or use of the site can result in disciplinary action.*

**Google Classroom**

To encourage blended learning, online assignments will be posted weekly through Google Classroom. At least one Google Classroom assignment per week will be graded and entered in Infinite Campus. Students should be familiar with how to navigate the online platform, communicate with their teacher, and submit assignments on time.  If there are technology limitations, please notify the teacher.

**Please sign and return this page to Mrs. Belinda Collier….**

**I have read and am aware of the objectives, requirements, and expectations for**

**Mrs. Belinda Collier’s Introduction to Business and Technology (IBT) class.**

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best number and/or email to reach you during the day.

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