**Webster County High School**

**Introduction to Business & Technology**

**2013-2014 Course Syllabus**

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| Teacher | Michael Baker | Room # D-120  |
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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. 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.

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**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 (insert cost) to benefit from the wealth of opportunities the organization

has to offer.

**COURSE CURRICULUM CONTENT**

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|  **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** |
| **Semester 1:** 1. Introduction to Technology 2. Word Processing Applications 3. Effective Communication Skills 4. Introduction to the World of Marketing 5. Entrepreneurship and Business Ownership  | **Semester 2:** 1. Leadership and Management 2. Accounting 101 3. Money Management Basics 4. Managing Risks 5. Introduction to Human Resources  |

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 INSTRUCTIONAL MATERIALS AND SUPPLIES

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| **Published Materials** | **Instructional Supplies** |
| Financial Literacy for TeenagersMagazinesNewspapersOther books and documents | 3-ring binder Paper Pen or Pencil Headphones  |

EVALUATION AND GRADING

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| **Assignment Categories** | **Grade Weights** | **Grading Scale** |
| Classwork Quarterly Exams Homework Projects Quizzes Unit Tests  | Assessments 80%  Daily Work  Quizzes  Homework  Projects  Unit Tests Quarterly Exams 20 % | A: 90-100 B: 80-89C: 70-79F: 0-69 |

 OTHER INFORMATION

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| **Expectations for Academic Success**  | **Additional Requirements/ Resources**  |
| 1) Complete daily class work 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.

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