

Introduction to Business and Technology  
Course Syllabus  
2019-2020  
Screven County High School



Instructor: Mr. Alex Collins  
Classroom: 407  
Phone: 912.451.2300  
Email: alex.collins@screven.k12.ga.us

**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. 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.

**Course Requirements:**

- Open mind
- Desire to do something
- Pen (black and red), pencil, 3 ring notebook, composition book, and paper

**Co-curriculum:**

- This is a co-curricular course and the topics covered will be foundations of FBLA.
- Students are encouraged to join and participate in FBLA.

**Classroom Rules, Guidelines, and Expectations:**

- Students will abide by the rules outlined in the class and in the SCHS handbook
- Students will be prepared
- Student will participate and complete assignments to the best of their abilities

**Consequences:**

- Students violating classroom rules and guidelines will experience an escalating scale of consequences:
  - Verbal/written warning
  - In School Detention
  - Parental contact
  - Referral
- Students should understand that this is a learning environment and disciplinary actions are not the intent, but a consequence.

**Grading Rubric:**

- Daily Grades – 50%
- Tests and Projects – 50%
- There will be an exam at the end of the semester that will count 20% of the students overall semester grade.

- Students will be given a work ethic grade twice a semester that will count in their Daily Grades.

#### **Work Ethic Grade:**

- You will receive a daily grade after every week of a project. (minimum 2 daily grades per semester).
- You will start with a grade of 100. You will be marked off 5 points for every infraction. You could get more than 5 points marked off in a day.
- The minimum grade you could receive is a zero.
- If you want to know where you stand at the end of each week, it is your responsibility to come by before school or after school if you do not have time during class.
- Your work ethic will be graded in the following areas:

Attendance	Behavior	Preparation
ISS	Excessive Talking	Materials
Suspension	Idle(not doing work)	Homework
Tardy	Laying head down	
Restroom	Rude	
Nurse	Food/Drink/Gum	
	Other school rules	

#### **Make Up Work:**

- Students are expected to make up any tests that were missed as a result of their absence the day they return. Students are responsible for getting missed assignments within two days of returning from an excused absence. Students will have five days to complete and turn in missed assignments. It is the responsibility of the student to check with the teacher upon returning to school to make up any missed assignments.
- Work outside of the windows mentioned above will be taken, but at a discount. A student turning in an assignment late or for unexcused makeup will be given only 70% of their earned grade. That is, Johnny didn't turn in his homework on Monday, but turned it in on Friday. After it was graded, he scored 80%. Since it was late, it will be a 56%. Remember, this is better than a zero any day of the week.

#### **Topics Covered:**

- Entrepreneurship
- Microsoft Word
- Employability
- Management and Leadership Skills
- Marketing and Communication Skills
- Human Resources
- Financial Decision Making

This syllabus is subject to change at the discretion of the teacher.

#### **Behavior Matrix:**

- The behavior matrix is introduced and discussed as a part of the class.
- The behavior matrix is posted with the school with behavior matrix in the classroom.

This syllabus is subject to change at the discretion of the teacher.