


<p style="text-align: center;">Mr. N. Haskin 229.225.5050, ext. 191 e-mail: nhaskin@tcjackets.net</p>	<p style="text-align: center;">BUSINESS EDUCATION DEPT. <i>Business and Technology</i> Course Syllabus 2019-2020</p>	
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Cluster: Business, Management and Administration
Pathway: Business and Technology

Course Description: This course is designed to prepare students with the knowledge and skills to be an asset to the collaborative, global, and innovative business world of today and tomorrow. Mastery use of spreadsheets and the ability to apply leadership skills to make informed business decisions will be a highlight of this course for students. Publishing Industry appropriate documents to model effective communication and leadership will be demonstrated through project based learning. Students will use spreadsheet and database software to manage data while analyzing, organizing and sharing data through visually appealing presentation.

Course of Study:

Topic:	Standards: (Georgia Performance Standards)
P r o d u c t i v i t y	<p>BMA-BT-1 Demonstrate employability skills required by business and industry</p> <p>BMA-BT-2 Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.</p> <p>BMA-BT-3 Develop organizational communication skills through professional leadership, personal ethics, and customer/ business relationships.</p> <p>BMA-BT-4 Manage data in spreadsheet software for effective use in a business environment.</p> <p>BMA-BT-5 Master use of spreadsheet software to analyze, organize and share data from a spreadsheet while presenting the data visually in a business environment.</p> <p>BMA-BT-7 Acquire database skills to manage data in a business environment</p>
I n f o r m a t i o n R e s e a r c h	<p>BMA-BT-6 Develop creditable research skills to use information from a variety of sources.</p>
L e a d e r s h i p	<p>BMA-BT-8 Develop personal leadership skills to work on teams, teach others, serve customers, lead, negotiate, and work effectively and efficiently in a business environment.</p>
S t u d e n t O r g a n i z a t i o n s	<p>BMA-BT-9 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.</p>

In addition to content standards, students will be responsible for showing mastery of the Common Core literacy standards. These standards will be taught using reading and writing activities related to the content area.

P.R.E.P. Academy Grading Policy:

Daily Grades/In-Class Assignments	20%
Tests	20%
Projects/Lab Work	40%
Benchmark/SLO	20%

System Grading Scale

A	90-100
B	80-89
C	70-79
	Below 70 (Failing)

Make-Up Tests/Assignments:

Students can make up class work and tests or receive help from the teacher before or after school. On days when administrators schedule meetings after school, the lab will not be available for students. Please check with the teacher before you plan to stay to make sure she is available. If a student is absent for any reason, it is his/her responsibility to find out the assignments missed and then make up the work. Ten points will be deducted from the graded work for each day late beyond the due date.

Classroom Rules/Conduct:

As part of the P.R.E.P. Academy, the Business Education Department focuses on professionalism, accountability, responsibility, self-discipline and similar work ethics that are expected behaviors in a business environment. Therefore, each student is expected to conduct himself/herself in a professional manner by avoiding the following infractions: (1) unnecessarily stopping the teacher from teaching, (2) hindering other students from learning, and (3) engaging in behavior that is not in the best interest of the class. To insure that an acceptable learning atmosphere is maintained, the teacher will enforce the discipline procedures outlined in the Thomas County Central High School *Parent/Student* handbook. In addition, the following classroom rules will be enforced.

- A. Be seated and ready to begin class when the tardy bell rings. Do not stand around outside the classroom.
- B. Stay awake and alert in class.
- C. Keep drinks/food/cell phone/electronic devices in book bag. Do not bring these items down the hallway.
- D. Discard trash in trashcans.
- E. Keep book bag, purse, etc, out of the aisle. Keep purses on the floor beside your seat.
- F. Do not interrupt the teacher or another student unnecessarily during instruction.
- G. Be respectful of the teacher and students in the class.
- H. Remain seated until class is dismissed by teacher—no moving to visit with friends.
- I. Dress appropriately as documented in the *Parent/Student* handbook.

- J. Keep the computer settings established by the computer technician, and avoid touching the back of the computers.
- K. Students will not receive credit for an assignment that was obtained dishonestly and will be required to complete a more difficult alternative assignment. Any student involved in assisting or allowing the dishonest student to obtain the assignment must also complete an alternative assignment and will not be given credit for the previously-completed assignment. **Student directories will be checked periodically for individual completion of assignments.**
- L. All computer assignments must be completed at school.

Consequences for Misconduct:

- **1st Offense: Verbal Warning. Documented.**
- **2nd Offense: Written Warning. Copy sent home for parent signature. Documented.**
- **3rd Offense: Disciplinary write-up to Mrs. Adams, CTAE Director and Assistant Principal.**

Computer Use:

Students will be required to access the Internet for some assignments and projects. Each student must have an Acceptable Use Policy (AUP) on file at the school. All policies in the AUP will be followed.

Students should only use the Internet when instructed for classroom purposes. Students who are caught playing games, downloading/streaming music, on inappropriate websites, attempting to bypass the filtering system, e-mailing, or participating in other questionable activities will receive a referral and their computer privileges may be revoked. Examples of inappropriate sites include Archbold Hospital and eBay.

Future Business Leaders of America (FBLA):

A quarter of a million high school and middle school students, college and university students, faculty, educators, administrators, and business professionals have chosen to be members of the premier business education association preparing students for careers in business.

Why is FBLA-PBL so popular? It's simple. We have developed a unique value program that excites students, faculty and administrators, and business professionals to join our organization. If you are interested in developing leadership, communication, and team skills, or simply looking for an organization to meet and network with others at the local, state and national levels, then FBLA-PBL is the organization for you.

EOPA Statement

Students are encouraged to select a pathway beginning in ninth grade that is connected to their college and career goals. This course is one of three courses in the name of pathway pathway in the CTAE department. At the conclusion of the third pathway course, students will be required to take an End of Pathway Assessment. This assessment provides students an opportunity to demonstrate what they have learned by completing an on-line, nationally recognized exam. Students who complete a pathway and earn an industry credential by passing the assessment will receive a graduation cord to signify their achievement.

Students completing the Business Technology Pathway will take the **Microsoft Office Specialist (MOS) 2013 Series PowerPoint Exam** to complete their pathway.

Business and Technology Career Pathway Completers - Industry Credentialing for High School Students Upon completion of sequenced courses in the Business and Technology Career Pathway, students are eligible to complete the Industry-Recognized student credential for fulfillment of the End of Pathway Assessment. Secondary students completing the Business and Technology pathway will be able to sit for the National Industry Credentialed assessment offered on-line from MOS. Once mastery is reached, students will receive recognition for completion and use this credential in conjunction with their job or continuing training. For specific assessment information, refer to: <http://bit.ly/BMA-EOPA>

Career Opportunities

The Business Education Department at Thomas County Central High School goes through an in depth process to ensure that we are offering courses that are relevant to local business needs, student interest, and relevancy to their pursuit of future degrees. Below is a list of degrees directly related to this class and other occupations which overlap into this skill area.

Sample High Demand Careers in Georgia

Occupation Specialties	Level of Education Needed	Georgia Average Salary	Annual Average Openings in Georgia	2014 – 2024 Employment Outlook
Administrative Services Managers	Bachelor's Degree	\$92,393	334	High Demand, High Skill
Supervisors of Office & Admin Support	High School Diploma	\$56,789	1,161	High Demand, High Skill
Management Analysts	Bachelor's Degree	\$94,960	818	High Demand, High Skill

Go to GAfutures at www.gafutures.org for more information about your education and career planning, including valuable financial information (grants and scholarships including HOPE Program, grants and loans, FAFSA, and CSS forms).

Career Enhancement Opportunities	<p>Career-Related Education Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Career Awareness <input type="checkbox"/> Career Exploration <input type="checkbox"/> Instructional Related <input type="checkbox"/> Connecting <input type="checkbox"/> Work-Based Learning <ul style="list-style-type: none"> • Employability Skill Dev. • Cooperative Education • Internship • Youth Apprenticeship • Clinicals 	<p>Postsecondary Options:</p> <ul style="list-style-type: none"> • 4-Year Universities/Colleges • 2-Year Colleges • Technical Colleges • State Registered Apprenticeships • Special Purpose Schools • On-the-Job Training • Military 	<p>Earning Postsecondary Credits While in High School</p> <p>A vital way to get ahead and realize you can pass college courses is by earning postsecondary credits as a high school student. Georgia offers a dual credit program titled Dual Enrollment. You need to talk with your parents, school counselor, or advisor about the proper courses to take each year in high school and dual credit.</p> <p>Students completing the course work in this Plan, will have earned/completed an Industry Credential, Technical Certificate of Credit (TCC), Associates of Applied Science Degree, and/or Bachelor's Degree.</p>
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Postsecondary Transition

- Students who will continue their education in a Program of Study at one of the University System of Georgia institutions should prepare to take the ACT or SAT for admissions. Tests for admissions may vary from institution to institution. Contact the selected institution for specific testing information. Additional admissions information can be found at Staying On Course. (https://www.usg.edu/assets/student_affairs/documents/Staying_on_Course.pdf)
- Students who will continue their education in a Program of Study at one of the Technical College System of Georgia institutions should prepare to complete a placement exam.
- Students who will continue their education and training in the US Military should take the ASVAB assessment.
- Students should utilize electronic college and career databases to select the most appropriate postsecondary opportunities to match their selected career field, including registered apprenticeships.
- Georgia's dual-credit programs have been combined into one program entitled Dual Enrollment, in which high school students may earn their high school course credits while taking college courses.

Related Pathway Occupations	Other Related Occupations
<ul style="list-style-type: none"> • Administrative Services Managers • Database Administrators • Management Analysts • Secretaries • Computer Operators • Word Processor & Typists • Stock Clerks • Medical Secretaries • Legal 	<ul style="list-style-type: none"> • Shipping & Receiving Clerks • Office Machine Operators • Systems Managers • Budget Analysts • Computer & Information

*ONET Online