Mr. N. Haskin 229.225.5050, ext. 191 e-mail: nhaskin@tcjackets.net	**BUSINESS EDUCATION DEPT.** **Intro to Business and Technology** **Course Syllabus** **2019-2020**	P. R. E. P. ACADEMY

Career Cluster: Business Management & Administration
Pathway: Business Technology, Small Business Development

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.

Course of Study Topic Outline	Course Standards:
Semester 1	
Introduction to Technology	IBT-1, IBT-2
Word Processing Applications	IBT-1, IBT-2, IBT-3
Effective Communication Skills	IBT-1, IBT-2, IBT-3, IBT-6, IBT-12
Leadership and Management	IBT-1, IBT-2, IBT-3, IBT-4, IBT-12
Entrepreneurship and Business Ownership	IBT-1, IBT-2, IBT-3, IBT-7, IBT-12
Semester 2	
Introduction to the World of Marketing	IBT-1, IBT-2, IBT-3, IBT-5, IBT-12
Accounting 101	IBT-1, IBT-2, IBT-3, IBT-8, IBT-12
Money Management Basics	IBT-1, IBT-2, IBT-3, IBT-9, IBT-12
Managing Risks	IBT-1, IBT-2, IBT-3, IBT-10, IBT-12
Introduction to Human Resources	IBT-1, IBT-2, IBT-3, IBT-11, IBT-12
FINAL PROJECT: Job Acquisition/E-Career Portfolio	IBT-1, IBT-2, IBT-3, IBT-6, IBT-11, IBT-12

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. Reading materials may include novels, technical manuals, articles or other appropriate materials as determined by the instructor.

Throughout the school year the students will be working in groups. Sometimes these groups will work together for a class period. Other times they will work for four or five days in order to complete the assignment. When the students are not in groups, they will be involved in individual activities. These activities may include taking notes, working on individual projects, etc… The students must be willing to be involved in the class activities in order for them to be successful.
Group or individual projects must be completed within the time allotted.

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, emailing, 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 either the Entrepreneurship or Business Technology Pathways. 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 online, 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.

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

Career-Related Education Activities
- ☐ Career Awareness
- ☐ Career Exploration
- ☐ Instructional Related
- ☐ Connecting
- ☐ Work-Based Learning
  - Employability Skill Dev.
  - Cooperative Education
  - Internship
  - Youth Apprenticeship
  - Clinicals

Postsecondary Options:
- 4-Year Universities/ Colleges
- 2-Year Colleges
- Technical Colleges
- State Registered Apprenticeships
- Special Purpose Schools
- On-the-Job Training
- Military

Earning Postsecondary Credits While in High School

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.

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.

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
• Administrative Services Managers • Computer Operators	• Shipping & Receiving Clerks • Budget Analysts
• Database Administrators • Word Processor & Typists	• Office Machine Operators • Computer & Information Systems Managers
• Management Analysts • Stock Clerks • Legal Secretaries • Medical Secretaries	
	*ONET Online