



NORTHVIEW HIGH SCHOOL
INTRODUCTION TO BUSINESS AND TECHNOLOGY SYLLABUS
 Business Management & Administration Career Cluster Pathway

Mrs. Stephanie McCall
Room 788 and 438

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.

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.

Methods of Instructional Learning: The instructor will utilize the following methods for meeting learning objectives for the units of the course:

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| 1. Class lecture/discussion/demonstration | 4. Student projects/reports/tests |
| 2. Question/answer | 5. Group work |
| 3. Guest speakers | 6. Audio-visual aids |

Grading:	Class Work	50%
	Projects	20%
	Tests	15%
	Final Exam	15%



- **Class Work** – Students will be asked to print out various assignments at random and turn them in for credit. Students will be expected to keep all class work in their notebooks for the duration of the semester.
- **Projects** – Several comprehensive projects will be required by each student. Handouts detailing these assignments will be given later in the course.
- **Tests** – Several tests will be given throughout the semester. Students will be expected to keep all tests in their notebooks for the duration of the semester.
- **Final Exam** – One comprehensive final exam will be given at the end of the semester.

Required Materials:

1. Three ring binder
2. Notebook paper
3. Pen/pencil

Textbook Materials: The basic textbooks used in this course will be:

Microsoft Imagine Academy: <u>Internet Technology Application</u>	
The Teen Entrepreneur: A Microsoft Office Simulation, B.E. Publishing, 2009	\$32.95
The Hub: An Integrated MS Office Simulation, B.E. Publishing, 2007	\$32.95

Software: We will be using the software Microsoft Office 2013 (Word, Excel, PowerPoint, Access, and Publisher).

*** Note: Textbooks will not be assigned to individual students. Rather, the student will use the book assigned to his/her computer. Any student who damages a textbook will be responsible for any and all charges associated with such damage.

Internet Use: Because the Internet is a vital part of the curriculum for Business and Computer Science, Internet use is available and used in all courses.

Make up Work/Late Work: Make-up work should be completed before school between 8:00 a.m. – 8:30 a.m. or after school by appointment, not during class. Following an absence, it is the student's responsibility to contact his/her teachers to arrange for make-up work. The contact must be made within one school day of returning. Students are given the same number of days to complete make-up work, as the absence, not including the day of return. Students are allowed to make up work due to an unexcused absence and will receive partial credit of the actual grade. Any project that is made up or turned in late will receive a 20% reduction for each day after the assigned due date with a deadline of five days late. Long-term projects (two or more weeks from the assigned date to the due date) are due on the assigned due date. Any long term-project that is made up or turned in late will receive a 20% reduction for each day after the assigned due date with a deadline of five days late

Extra Help: Extra help is available before school each day in Room 438 at 8:00 a.m. and after school by appointment. Students are welcome and encouraged to make up any computer work before school without an appointment.

Headphones/iPods/musical or game devices cannot be used in Career Tech classes unless it is part of the course curriculum.

Classroom Expectations: Students are expected to follow the classroom expectations that are stated in the Northview High School Student Handbook. Students are expected to:

- Speak/think positively
- Follow Directions
- Obey classroom rules & procedures
- Assume good will
- Be a team player
- Have tolerance, respect, and concern for others
- Be prepared for class
- Use time wisely
- Strive for success



Computer Related Careers:

Computer Operators
Data Entry Operators
Microcomputer Support Specialist
Accountant
Entrepreneur

Computer-Peripheral Equipment Operators
System Analysts
Word Processors
Market Research Analyst
Financial Planner

Advanced Placement with Post-Secondary Institutes: An articulation agreement is currently in place with Fulton County Schools Career Technology Department and Gwinnett Technical College.

Parent/Teacher Communication: Communication with parents about academic progress, behavior and/or attendance is welcomed and will be handled by phone, mail, conference, or a combination of these as the need arises. Home Access Center (HAC) is available for the use of all parents in monitoring a student's academic progress, attendance, or behavior. Please call the main office (470-254-3828) for more information. My email address is mccalls@fultonschools.org