

## Introduction to Business & Technology

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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.

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.

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.

### 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 (\$15.00) to benefit from the wealth of opportunities the organization has to offer.

## Curriculum Content

### UNITS/TOPICS

Introduction to Technology  
Word Processing Applications  
Effective Communication Skills  
Introduction to the World of Marketing  
Entrepreneurship and Business Ownership

Leadership and Management  
Accounting 101  
Money Management Basics  
Managing Risks  
Introduction to Human Resources

## 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.

## Other Information

### Grading

Class Assignments	60%
Exams	30%
Quizzes	10%

### Expectations for Academic Success

1. Complete daily classwork 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

***Business Department Cheating Policy: No credit will be given for any assignment where cheating has occurred.***

*The syllabus may be updated as needed throughout the semester.*