

RANDOLPH-CLAY MIDDLE/HIGH SCHOOL

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Randolph-Clay Red Devils

Introduction to Business & Technology

COURSE DESCRIPTION

Introduction to Business & Technology is the foundational course for the Business and Technology, 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. The prerequisite for this course is advisor approval.

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 (*Insert cost*) to benefit from the wealth of opportunities the organization has to offer.



MAKE-UP AND INCOMPLETE ASSIGNMENTS

Students are given 3 days after an absence to make arrangements to complete all assignments. Make-up work must be completed before or after school. If a student does not complete an assignment during class time, the student should initiate before or after school arrangements with the teacher to finish BEFORE THE DUE DATE of the assignment. All work must be completed prior to the end of each 4 ½ week grading period.

TECHNOLOGY USE IN THE CLASSROOM

You will be using various forms of technology in the classroom. These forms of technology may include, but are not limited to, electronic response systems, iPads, computers, head phones and other electronic devices. It is the responsibility of the student to use the devices in a professional and ethical manor according to policy manuals, handbooks, and teacher guidelines. The use of the Internet is widely used in this class. All though accidents do happen, it is the responsibility to manage their Internet activities.



YOUR IDEAS, EVALUATIONS, ETC.

In general, your ideas, comments, suggestions, questions, grade challenges, etc. are welcome. Your discretion in these matters is expected, however. No part of your grade will be based on anything other than your coursework and attendance.

ACADEMIC INTEGRITY



Randolph-Clay High School urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work that the student has performed. Cheating is dishonest. It harms you and it harms the other students who do not cheat. We, therefore, will not condone nor will we tolerate any student submitting work that is not produced solely by the student's own initiative.

The following behaviors may be considered as possible acts of cheating: plagiarism, talking during an exam, copying another's test/assignment, allowing others to copy your work, roving eyes, open books or notebooks, or tablets during an exam, crib sheets/ cheat sheets, passing notes during an exam, copying disks and printing another student's work, having someone do your assignment for you (homework, project, book report), stealing exams, selling exams, altering a grade (in grade book, on a computer, on a report card), taking an exam for someone else, using bribery/blackmail/threats, intimidation in pursuit of a better grade.

ACCOMMODATIONS

Student Accommodation(s) and support is available (e.g., tutoring, differentiated instruction, accommodation and modifications). Student accommodations will be provided on a case-by-case basis with approval from the student's parents, exceptional education department, teacher and/or counselor. Students will be given the opportunity to move ahead of the class and work on supplemental projects as needed and at the discretion of the teacher.

COMPLIANCE STATEMENT

TITLE II, VI, VII, IX, XXIX AND SECTION 504 NOTICE

The Randolph County Board of Education continues its policy of nondiscrimination on the basis of sex (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976), age (Title XXIX of the Age Discrimination of 1967), race, color, national origin (Title VI and Title VII of the Civil Rights Act of 1964), or handicap (Section 504 of the Rehabilitation Act of 1973).

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.

UNITS/TOPICS

First Semester

1. Introduction to Technology
2. Word Processing Applications
3. Effective Communication Skills
4. Introduction to the World of Marketing
5. Entrepreneurship and Business Ownership

Second Semester

1. Leadership and Management
2. Accounting 101
3. Money Management Basics
4. Managing Risks
5. Introduction to Human Resources

EVALUATION AND GRADING

Assignment Categories	Grade Weights/Semester	Grading Scale						
Daily Work Homework Quizzes/Projects Unit Tests	Formative Assessments <ul style="list-style-type: none"> • Homework 10 % • Daily Work 30 % • Quizzes/Projects 25 % Summative Assessments <ul style="list-style-type: none"> • Unit Tests 35 % <p>The above grading percentages apply to each semester. There will be a final exam at the end of the year. The grade that the student will receive at the end of the year will be calculated as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Sem 1</td> <td>40%</td> </tr> <tr> <td>Sem 2</td> <td>40%</td> </tr> <tr> <td>Final Exam</td> <td>20%</td> </tr> </table>	Sem 1	40%	Sem 2	40%	Final Exam	20%	A: 90 or above B: 80 or above C: 75 or above D: 70 or above F: Below 70
Sem 1	40%							
Sem 2	40%							
Final Exam	20%							

OTHER INFORMATION

Expectations for Academic Success	Additional Requirements/ Resources
1) Work independently 2) Complete daily classwork assignments 3) Participate in discussions and ask questions 4) Participate constructively as a team member 5) Problem solve and accept challenges 6) Challenge yourself to continuously improve	<ul style="list-style-type: none"> • The student will be working independently on various assignments and will access web sites outside of class. The student will need to be motivated to complete work outside of class. This may require the student to stay after school, during tutorial, RDOR, or at home.

The teacher reserves the right to amend the syllabus to meet time constraints. Material or units may be added or taken away from the content listed above. The teacher has the right to adjust grading scale.

Student Signature _____

Parent Signature _____ **Date** _____