

# Dacula Middle School

## Introduction to Business and Technology

A Carnegie Unit for High School Credit  
2014-2015 Course Syllabus

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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. 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.

### 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) to benefit from the wealth of opportunities the organization has to offer.

### SEMESTER AT A GLANCE:

#### Semester 1:

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

#### Semester 2:

1. Leadership and Management
  2. Accounting 101
  3. Money Management Basics
  4. Managing Risks
  5. Introduction to Human Resources
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**Required Materials:** Black or blue ink pen, loosed-leaf notebook paper, 2 inch white 3-ring binder with space to place a cover sheet , tab dividers, a calendar, and earbuds to be able to listen to information/video/podcast, etc. (They are not to listen to music in class unless approved by the teacher in advance of the assignment.)

**Expectations:** Students will come to class prepared to work and complete assignments with in the fixed time limit by following oral and written instructions. It is expected that students will turn in work on time, keep desk and surrounding area clean and free of clutter. Students will conduct themselves in a business-like manner. All school rules will be enforced including use of personal learning devices when instructed. In the event of absence, it is incumbent upon the student to make-up missed assignments.

**Late Assignments:** All assignments should be turned in on time unless there has been a verifiable emergency.

**Make-up Policy:** Students will have two days for each day missed to make up work. It is the student's responsibility to check their e-CLASS page or to ask the teacher for any missed assignments. All missed tests will need to be done before/after school and not during class time.

**Late Work:** Students are expected to complete and hand in assignments on time. There will be a one-day grace period for late work. After this time, students can earn a maximum of 75 for any completed late work.

**Re-do Policy:** All students will be given an opportunity to master course content in an effort to ensure proficiency in the subject.

**Grading Scale :**

Area	Percentage
Classwork	35%
Final Exam	20%
Interim	2%
SPG Post Test	2%
Summative	41%
Total	100%

**For 1st Semester, the 2% from the SPG Post Test category will be distributed throughout the other categories.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please read and sign in the spaces above letting me know that both the parent and the student have read and understand the above information.