



# TRI-CITIES HIGH SCHOOL

2575 Harris Street East Point, GA 30344

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## Introduction to Business & Technology

2014-15 Course Syllabus

**Ms. K. Smith/Ms. Dawne Jones**

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Room: L-120/L-115

## 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.

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 pre-requisite 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 (\$20) to benefit from the wealth of opportunities the organization has to offer. Students may be photographed in various activities. These photographs will be used for promotional use only and published on the TCHS FBLA website/facebook/Twitter page. Extra credit will be given for paid membership.

## COURSE CURRICULUM CONTENT

### COURSE STANDARDS

Available upon request

*Parents are encouraged to communicate with the teacher through email at [smithk5@fultonschools.org](mailto:smithk5@fultonschools.org)*

This syllabus may be updated throughout the year as needed. Page 1 of 3

## UNITS/TOPICS

### 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

## Instructional Materials & Supplies

### Published Materials

Varies by topic

### Instructional Supplies

3-ring binder /Composition book  
Pen or Pencil

## Evaluation & Grading

### Grading Scale and weights

Test/Quizzes	30 %	Summative Assessments	15 %	Formative Assessments	30%
<ul style="list-style-type: none"><li>• Performance</li><li>• Objective</li></ul>		<ul style="list-style-type: none"><li>• Projects</li></ul>		<ul style="list-style-type: none"><li>• Daily Work</li><li>• Homework</li><li>• Portfolio Check</li></ul>	
Work Ethics	10%	Final Exam	15 %		
		<ul style="list-style-type: none"><li>• Performance</li><li>• Objective</li></ul>			

## Other Information

### Expectations for Academic Success

- 1) Complete daily class work assignments/maintain portfolio
- 2) Participate constructively in discussions and ask questions /team member
- 3) Challenge yourself to continuously improve

## IBT Course Syllabus Signatures

*By signing this document, you are indicating you understand the content of the course Syllabus and Policies and Procedures.*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

*Parent Email:* \_\_\_\_\_

*Parent Phone #:* \_\_\_\_\_

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