Introduction to Business and Technology

Information Technology Career Cluster

Course Description

Introduction to Business & Technology is the foundational course for Business and Technology, Entrepreneurship, and Human Resources Management pathways. The course 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.

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.

Course Curriculum Content

Course Standards	What you will learn:
BMA-IBT-1 Demonstrate employability skills required by business and industry BMA-IBT-2 Apply technology as a tool to increase productivity to create, edit, and publish industry appropriate documents.	1. MS Office 2. Google Apps 3. Professional Presentation 4. How to create a Business Plan 5. Employability Skills 6. Social Media for professional use 7. CTAE Pathways

Methods of Instruction

- Group discussion/Oral presentations
- Individual exploration/research
- Hands-on activities/projects/small group

Materials

- Earbuds
- Computer/Access to school email
- Composition Notebook
- Hand Sanitizer
- Tissue

Project Needs _(TBA)_

- _Will be announced as needed_

Make Up Work

- Students are given (3) days to complete a missed assignment with a 5-point deduction. After 5 days, a **ZERO** is entered in the gradebook and the assignment is no longer eligible for late submission or make-up. IT IS THE STUDENT'S RESPONSIBILITY TO FIND OUT WHAT HE/SHE MISSED AND COMPLETE BEFORE DEADLINE. NO EXCEPTIONS.
- School related absences: ask about assignments ahead of time.

BMA-IBT-3 Master word processing software to create, edit, and publish professional-appearing business documents.

BMA-IBT-4 Analyze and integrate leadership skills and management functions within the business environment.

BMA-IBT-5 Demonstrate understanding of the concept of marketing and its importance to business ownership.

BMA-IBT-6 Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas.

BMA-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.

BMA-IBT-8 Understand, interpret, and use accounting principles to make financial decisions.

BMA-IBT-9 Develop effective money management strategies and understand the role and functions of financial institutions.

8. CTSO: Career & Technical Student Organizations
9. Online safety and digital citizenship
10. Emerging and future technology

11. Customer relationships
12. Networking basics
13. Online resources
14. Ethic, legal issues, and cyber security

Course Procedures

- All modules for this course will be posted in Google Classroom.
- These modules include introductions, videos, assignments, projects, and rubrics.
- <u>Due dates are provided and enforced.</u>

Assessment Plan

Students will be assessed in a variety of ways. Classroom participation and discussions are valued. Students will complete various tasks, tests, and hands-on projects to verify their understanding and comprehension of the required standards for this course.

Evaluation of Student Progress

Formative	30%
Summative	20%
Daily Grades	30%
Employability	20%

Grading Scale:
A = 90 − 100
B = 80 − 89
C = 70 − 79
F = 69 - Below

BMA-IBT-10 Research and interpret the various risks involved in operating a business while determining the role of insurance for a business. BMA-IBT-11 Examine basic human resources and the legal aspects of a business while incorporating the methods into business practices. BMA-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.	

Daily Assignments/Projects

1. Daily class work, participation, and group discussions are required.
2. Assessments will consist of projects/tests on the material covered in each unit. These assessments will contain different types of test questions including essay questions and application, the use of technology presentations that are not limited to, but include MS Office and Google Apps.
3. Projects are included in each module. Some projects may require various visual aids, oral presentation, and/or professional dress (optional). Rubrics will be provided.
4. Student grades will be reflected in Infinite Campus and Google Classroom. Comments will be added in Google Classroom to help students understand their grade.
5. Students will be graded daily on their employability skills. They will receive (1) grade weekly for employability skills.

Classroom Policies *(**Please read**)*

Students will be informed of the school and district policies regarding tardy procedures, dress code, and the cell phone/electronic device policy during the introductory sessions of the new semester.

It has also been established that the workload for this course requires a student's full attention and effort. Therefore, these policies will be enforced. *Cell phones are not allowed to be out or used in class.* A clock is visible for time checks. However, failing to follow this particular rule will result in ONE warning. All other occurrences will result in further disciplinary action.

Please sign below stating that the syllabus has been read and discussed. Please return by <u>WEDNESDAY 8/9/23</u>. If signed and returned by the due date, the student will receive a 100 as their 1st grade.

<u>Please Note:</u> Procedures may be changed or added by the teacher*. **Any changes will be clearly noted and announced verbally and in a written format to students and parents.***

My signature indicates that I have read all of the policies and procedures established in my *Introduction to Business and Technology* course. I agree to abide by the policies and follow the procedures as they have been outlined. This will enable us to have a successful school year.

Parent and Student: Please pay careful attention to the Methods of Instruction, Make-Up Work, Course Procedures, Classroom Policy, Daily Assignments/Projects, Course Standards, and Classroom Management Plan.

Student Name: _____   DATE: _____

Parent Signature: _____   DATE: _____