



BUSINESS MANAGEMENT AND ADMINISTRATION CAREER CLUSTER

Pathway: Human Resource Management

Course: Intro to Business and Technology (IBT)

Teacher Motto: To teach is a PASSION

Teacher: Lisa L. Williams, Ed.S

Class website: www.busmad.weebly.com

Email: lisa.williams@clayton.k12.ga.us

Phone: (770)473-2855

Room: V1 (CTAE Building)

Course Description:

How is technology used to solve business problems and communicate solutions? Intro to Business and Technology is designed to prepare students with the knowledge and skills to be an asset to the collaborative, global, and innovative business world of today and tomorrow. Mastery use of spreadsheets and the ability to apply leadership skills to make informed business decisions will be a highlight of this course for students. Publishing industry appropriate documents to model effective communication and leadership will be demonstrated through project based learning. Students will use spreadsheet and database software to manage data while analyzing, organizing and sharing data through visually appealing presentation.

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 the employability skills standard for this course.

Career Opportunities: By taking this course it can advance you in the career of Human Resource Management or Human Resource Specialist

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

www.fblajhs.weebly.com **Gold National Chapter**

Students are required to Join FBLA to become involved in an outside hands on-learning experience from various businesses, and community leaders. FBLA also offers you the opportunity to travel while becoming a successful leader. FBLA activities will be incorporated throughout instructional strategies developed for the course. Students will earn their national Business Achievement Award and Community Service Award

www.fbla.org

Textbook, Resources, Supplies, and Materials:

Iphone, Laptop or Desktop

County Issued Email with Google Classroom

Video software of your choice

Availability for Extra Help: Monday-Thursday 10am-11am prescheduled appointment

Make-up Work:

It is the responsibility of the student to make-up work **IMMEDIATELY** after an absence. All work is posted in Google Classroom so if you missed a day. Just look on the classroom calendar/student work tab in Google Classroom any assignment labeled not turn in needs to be completed. The teacher has the discretion to grant a longer period of time to submit work.

Grading Scale:

<u>Categories</u>	<u>Percentage</u>	<u>Grading Scale</u>
Daily Assignments (Computer)	35%	A 100-90
Test	10%	B 89-80
Projects	20%	C 79-71
Quizzes	5%	D 70
Homework	10%	F 69 and below
Final	20%	

Work Ethic Assessment:

CTE teachers are charged with getting students ready to face the demands and expectations of the *world of work* and higher education. Each day, students should approach the classroom ready to learn and consider themselves *in training* for future careers. Proper behavior and etiquette are a part of this training.

Attendance Policy:

Refer to the school website for the attendance policy for all students. It will be enforced.

Academic Integrity Policy

The development of a sense of personal integrity and responsibility in our students is an important goal for our teaching efforts. Students at Jonesboro High School are expected to submit work for evaluation that has been completed solely by that student, unless group assignments have been so designated. The following actions are considered to be violations of academic integrity:

- Using or receiving unauthorized materials
- Passing on test answers and/or questions to someone who has not taken the test.
- Turning in work for credit that is not the student's own (i.e. plagiarism).

If a student is found to be in violation of the academic policy, the following measures should be taken:

- The student will receive a zero on the assignment and will not be allowed to complete it
- The teacher will inform the parent/guardian.
- Additional disciplinary action may be taken by the administration if warranted

Daily Expectations:

- Students should be inside the classroom and seated in assigned seat when bell rings.
- Ask for permission to leave seat or work station at any time.
- No food or drink will be allowed in the lab.
- During instructional time, the student will be seated, attentive, and quiet.
- DO NOT OPERATE COMPUTER EQUIPMENT WHILE THE INSTRUCTOR IS TALKING unless instructed to do so.
- Respect the teacher, each other, and classroom equipment.
- Do not write or erase the classroom board without permission.
- Raise your hand to ask a question or make a comment.
- Leave your work area neat and clean each day. Throw away paper, place chair under desk/table, place book and computer equipment in its rightful place.

Make-up Work:

It is the responsibility of the student to make-up work **IMMEDIATELY** after an absence. All work is posted in Google Classroom so if you missed a day. Just look on the classroom calendar/student work tab in Google Classroom any assignment labeled not turn in needs to be completed.

Electronics:

- Students are not allowed to use their phone in the classroom for any reason.
- WE DO NOT LISTEN TO MUSIC IN THIS CLASS !
- We do not play games on the computer.
- HEADPHONES ARE NOT ALLOWED IN MY ROOM

Field Trips:

We take several field trips a year to colleges to expose students to college choices.

Classroom Expectations:

1. Be on time
2. Be respectful to yourself, teachers, and peers at all times
3. Be responsible for your learning by being prepared
4. Follow classroom procedures and district rules.
5. Please put away all cellphones, ear pieces, headsets, food and drink items, before entering the classroom.
6. Please return back to class after lunch if you do not you will be marked absent.
7. Please complete all assignments in google classroom by the due date, it is your responsibility to check daily.
8. Avoid side bar conversation during teaching and training sessions.
9. No food and beverage allowed
10. Please do not get out of your seat without permission.

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.

BT-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.

