**Business and Technology**

**Pickens High School**

2023-24 Course Syllabus

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### Course Description

How is technology used to solve business problems and communicate solutions? 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. This class is the second class in the Business and Technology pathway. 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. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are enhanced in this course to prepare students to be college and career ready. Employability skills are integrated into activities, tasks, and projects through the course standards. Competencies for the co- curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the core employability skills standards and technical skill standards.

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| **Units/Topics/ Standards** |
| 1. BMA-BT-1 Employability Skills
2. BMA-BT-2 Publish industry appropriate documents
3. BMA-BT-3 Business communication skills
4. BMA-BT-4 Manage data in spreadsheet
5. BMA-BT-5 Spreadsheet software (Excel)
6. BMA-BT-6 Research skills
7. BMA-BT-7 Database skills
8. BMA-BT-8 Leadership Skills
9. BMA-BT-9 Student Organizations
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**INSTRUCTIONAL MATERIALS AND SUPPLIES**; online modules, online textbook, Excel It, and headphones.

**METHODS OF INSTRUCTIONAL LEARNING**:

The instructor will utilize the following methods for meeting learning objectives for the units of the course: class lecture/discussion/demonstration, question/answer, guest speakers, student projects/reports, group work, and presentations.

**FUTURE BUSINESS LEADERS OF AMERICA** FBLA is a co-curricular student organization in Business and Computer Science that promotes leadership, career planning, community service, and employability skills. FBLA prepares students for “real world” professional experiences as well as networking opportunities**.** FBLA also provides learning experiences outside of the classroom. Opportunities for scholarships, leadership training, and travel are just a few of the many benefits of FBLA. FBLA activities and lessons will be incorporated into the class curriculum. Please encourage your child to become a member so that he or she will receive credit and recognition for his/her accomplishments from Georgia FBLA and be able to list them on future job applications, scholarship applications, and resumes. All other club activities outside of the classroom are optional. Members may choose their level of involvement outside of the classroom, but active membership is strongly encouraged. FBLA dues are $25.

**GRADING POLICY**

Parents are encouraged to sign up for the parent portal to view information on student grades and attendance.. Grades count as follows; Summative 60%, Formative 40%. Final Exam is 20% of final grade.

**ATTENDANCE and MAKE-UP WORK**:

Please see Student Code of Conduct for attendance policy. Students are expected to complete work while in class.Points will be deducted 10 points daily for students who are present and submit work after the assignment is due. Students who are absent will have 3 extra days to complete their assignments.

**TARDY POLICY**:

Students are expected to be in their assigned seat when the tardy bell rings. Students arriving late will be documented in Educator’s Handbook. Please refer to student handbook for tardy policy.

**COMPUTER, INTERNET USAGE & PLAGIARISM PROTOCOL**

This course is taught in a computer lab. Computers will be used on a regular basis to complete assignments and enhance student learning. They will be used to conduct research via the internet, create documents and to complete other various projects relating directly to the course curriculum. Please refer to the Computer Lab Rules for full details. Students that have plagiarized any portion of their written work shall receive a grade of a 0.  For the first offense a student may rewrite the assignment for a grade no higher than a 70. Each offense after the first, the student receives a 0 with no rewrite

**READ COMPUTER LAB RULES CAREFULLY AND HAVE PARENT OR GUARDIAN SIGN AND RETURN TO SCHOOL** **BY August 7, 2023.**

**Note: The teacher reserves the right to make changes to this syllabus as needed throughout the year.**

**PICKENS COUNTY NON-DISCRIMINATION POLICY** Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance Students, parents, employees, and the general public are hereby notified that the Pickens County Board of Education does not discriminate in any educational programs or activities or in employment policies