Hephzibah High School

Introduction to Business & Technology

2024-2025 Course Syllabus
Mr. Wayne A. Hall
Email: HallWa@richmond.k12.ga.us

Teacher Room #	Room 230
Email Address	HallWa@richmond.k12.ga.us
School Website	https://www.rcboe.org/hhs
Teacher Support	Planning period: 6th Period

COURSE DESCRIPTION

Introduction to Business & Technology is the foundational course for the Administrative Support, SmallBusiness 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 andlegal 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.

UNITS/TOPICS

IBT 1 - Employability Skills

IBT 2 – Technology Skills

IBT 3 - Word Processing Applications

IBT 4 - Leadership and Management

IBT 5 - Introduction to the World of Marketing

IBT 6 - Effective Communication Skills

IBT 7 - Entrepreneurship

IBT 8 - Accounting

IBT 9 - Money Management Basics & Financial Institutions

IBT 10 - Managing Risks & Insurance

IBT 11 - Human Resources & Business Law

IBT 12 – Student Organizations

COURSE CURRICULUM CONTENT

COURSE 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.

IBT-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.

Grading Policy: Grades will be determined based on the following weights:

Major (Unit Test): 40%
Minor (Quizzes): 60%

Classroom Rules
The classroom rules are designed to ensure that no student's behavior with the learning of others:

1. Be on time and prepared to learn!
2. Cheating of any kind is prohibited.

3. Professional language required. (Absolutely no use of vulgar, profane, or inappropriate language in the classroom/lab.)
4. Do not leave your seat without permission, and only two students can use the restroom during class.
5. School issue Technology are the **ONLY** electronic devices allowed to be used in class for digital assignments.
6. No pictures or videos are to be taken of students in classroom, unless it is an approved project.
7. Eating and/or drinking is prohibited (*other than water in a clear bottle*) in class.
8. **NO Cell phone** or earpiece usage is prohibited in class and must be placed in book bag out of visual site at the beginning of class unless instructed by teacher.
9. Keep the room/lab clean and respect the equipment and furnishings.
10. Follow Dress code policy and safety guidelines as outline in syllabus.
11. Listen to the teacher when being spoken to, raise your hand to ask questions and ask for help if you do not understand something.
12. Students are expected to use proper etiquette when communicating with teachers and classmates.
13. Announcements over the intercom – class must be quiet and listen.

Consequences for violating classroom rules:

- 1st offense: verbal warning
- 2nd offense: parent contact and disciplinary referral
- 3rd offense: conference and disciplinary referral
- Severe offense: Immediate office referral, denial for promotion to next course or submission of board application.
1. Dress Code Violations for Lab Days will result in students" not being able to perform lab assignments and receive a grade of zero for any task assignments missed.
2. Dress Code Violations for Non-Lab Days results in students receiving a work ethics grade of a zero.
3. While using school issued technology, you should not check e-mails, chatting, play games, download or, upload, doing research for another class, listen to music, personal browsing, etc. When allowed to use the internet, visiting websites that are not appropriate or not educationally related is PROHIBITED. Violators will face consequences as outlined in the student code of conduct.

Getting Students' Attention / Call to order…

- Teacher will raise hand – signaling the students to notice and do the same (*Everyone will take notice and do the same*) until the class is quiet.

   Or

- Teacher would say: **Success**
   Students Reply by saying: **Beyond the Classroom!**

Restroom Routines and Procedures

- Teacher will greet students upon arrival to class.
- Enter classroom quietly – removing hood or hat.
- Bookbags are to be stored beneath computer tables.
- Turn-off cell phone / Ear Pods / Ear Beats Devices – not allowed during class activities.
- Go to Canvas – classroom discussion while I take attendance.

Request by raising of hand or acknowledge Teacher / Substitute; **not permitted** during the first 10 minutes or the final 10 minutes of the class period *** *Use restroom during transition to class*.

Dismissal Routine

*** I may pick a student to be the timekeeper.
- Stop class 2 to 5 minutes before the bell.
- Clean work area – classroom.
- Pack-up ALL belongings – dismiss by the Teacher / Substitute.

Missed/Late Assignments*:* each student is expected to complete all assignments in the allotted time. There will be a 5pt. deduction per day on all late assignments. Late assignments will not be accepted without instructor approval.

Make-up policy: it is the student's responsibility to obtain and complete make-up work when absent. All work must be made up within 5 days of missed assignment, **NO** other exceptions. Students must complete all assignments during class.

Makeup tests: must be scheduled with the teacher once you return to school. All tests must be taken within five days of returning to school. **If you are not satisfied with a test grade you can retake it except your final exam (format may change).** All retakes must be done by the next day.

Re-do Policy: If the student turns in an assignment that receives a failing mark, the student can redo the assignment. The student must conference with the teacher within one week after receiving the assignment. After conferencing with the instructor, the assignment will be given back to the students to redo. The assignment must be completed and returned within one week after the conference. Once the redo assignment is completed and corrected, it will be averaged with the original grade. It is the student's responsibility to take advantage of the redo policy. At the end of the nine-week marking period, students can no longer redo assignments. **Teachers have the professional autonomy to assign the student's final grade based on the student's overall understanding of the assigned standards.**

**** Students will be asked to dress professionally for business – instructed by the teacher.

OTHER INFORMATION

Expectations for Academic Success Additional Requirements/ Resources

1) Complete daily classwork assignments

2) Participate in discussions and ask questions

3) Participate constructively as a team member

4) Problem solve and accept challenges

5) Challenge yourself to continuously improve

**** This syllabus may be updated as needed throughout the semester.

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Mr. Wayne A. Hall

Email: HallWa@richmond.k12.ga.us

Business Education Teacher
Hephzibah High School
Grade(s): 9th – 12th
Planning Period: 12:40PM -1:25PM
Remind 101 Code: @d497dc

By signing your name, you acknowledge that you have read and understand the course syllabus.

Print Name _____

_____   _____

*** Parent / Guardian Signature   DATE

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Print Name _____

_____   _____

Student Signature   DATE