

# ***Frederick Douglass High School***

## ***Introduction to Business & Technology Syllabus***

**Teacher:** Mr. Minnifield  
**Room Number:** 211  
**Semester:** 1st (2018) & 2nd (2019)  
**Room Phone:** 404-802-3180  
**Tutorial Location:** Room 211

**Cell Number:** 470-494-6236  
**Email:** mtminnifield@apsk12.org  
**Tutorial Days:** Wednesday  
**Tutorial Hours:** 3:45 – 4:30

### **Description:**

Introduction to Business & Technology is the foundational course for Business and Technology, Entrepreneurship, 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.

### **Prerequisite:**

None

### **Program Cluster:**

Business Management and Administration

### **Course Name:**

Introduction to Business Technology

### **Program Goals**

- 1) Prepare each student to be college and career ready

- 2) Prepare each student to compete in local and state competitions
- 3) Develop problem solvers with assignments to make students marketable for career choices
- 4) Create critical thinkers to evolve with society, so each student is capable of creating a livelihood for themselves

### **Objectives:**

Our study of the legal and ethical environment of business is designed to help students

Accomplish the following objectives:

- 1) Recognize legal and ethical issues when making business decisions.
- 2) Gain an enhanced understanding of legal rules and ethical constraints.
- 3) Improve analytical problem solving and ethical decision making skills.
- 4) Apply knowledge and skills to address and manage potential problems before they become actual problems

### **Course Outline-Content Standards**

- Demonstrate employability skills required by business and industry
- Apply technology as a tool to increase productivity to create, edit, and publish industry appropriate documents.
- Master word processing software to create, edit, and publish professional-appearing business documents.
- Analyze and integrate leadership skills and management functions within the business environment.
- Demonstrate understanding of the concept of marketing and its importance to business ownership.
- Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas.
- 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
- Understand, interpret, and use accounting principles to make financial decisions.
- Develop effective money management strategies and understand the role and functions of financial institutions
- Research and interpret the various risks involved in operating a business while determining the role of insurance for a business.
- Examine basic human resources and the legal aspects of a business while incorporating the methods into business practices.
- 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

### **STUDENT EVALUATION/ASSESSMENT**

All assignments will be graded on a point system. Before completing any project, daily grade, test, etc., each student will be made aware of the particular point value for each assignment. Students will be evaluated as follows: Students who are absent have three (3) days to make up missed assignments. It is the student's responsibility to contact the teacher to get missing assignments. Students caught cheating on assignments and/or tests will receive a zero. It will be the students' responsibility to make up the missing assignments within three (3) days after school. Students are not allowed to use electronic devices in class that are not school related. Students must contact the teacher to receive recovery work which will be completed after school.

#### **Evaluation Criteria**

#### **Method of Evaluation**

##### **Ethics**

Attendance, class behavior, participation,  
lab work

##### **Projects**

Portfolios, written and oral presentations,  
Quality of finished product

##### **Performance**

Adequacy of competency performance  
(Production, accuracy, technical, academic,  
And safety)

##### **Summative Assessments**

Tests on related technical and academic  
Knowledge and practical problems

##### **Final Examination**

NOCTI – General Management

##### **Career Opportunities**

Entrepreneur – Business Owner  
Sales Manager  
Marketing Manager  
Computer System Manager  
Financial Advisor

<b>Grading Components</b>	<b>Weights</b>
Summative Assessment	20%
Homework	5%
Final Exam	20%
Exams	15%
Projects	35%
Ethics	5%

### **Grading Scale**

100-90 A  
89-80 B  
79-70 C  
69 and Below F

\*CTAE students must be able to demonstrate employability (soft) skills required by business and industry. The following elements should be integrated throughout the content of this course.

### **EMPLOYABILITY SKILLS**

1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.	1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.
1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.	1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.
1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.	1.6 Present a professional image through appearance, behavior and language.

### **REQUIRED RESOURCES/MEMBERSHIPS:**

- Google Account
- Spiral notebook & binder
- Loose leaf paper
- Writing utensils
- E-mail account
- FBLA Membership \$12

FBLA is a Career & Technical Student Organization (CTSO) is an [American career and technical student organization](#) headquartered in [Reston, Virginia](#). Established in 1940, FBLA-PBL is a [non-profit organization](#) of high school ("FBLA"), middle school ("Middle Level"), and college ("PBL") students, as well as professional members ("Professional Division"), who primarily help students transition to the business world. FBLA-PBL is one of the largest student organizations in the United States[[citation needed](#)], with 253,365 members, and the largest career student organization in the world.

### **CAMPUS PORTAL FOR PARENTS:**

Visit <https://ic.apsk12.org/portal> to view class schedules, attendance records and grades. To activate your account, visit the school to receive your login (activation key).

**CLASSROOM EXPECTATIONS**

- BE ON TIME FOR CLASS! Being late disrupts the class learning environment.
- DO NOT LINE UP AT THE DOOR BEFORE THE BELL
- Actively participate in class lessons and activities.
- Support your classmates in their educational and personal growth.
- RESPECT your peers and teachers!
- Have confidence in yourself, do your BEST!
- Dress for Success, your appearance is your FIRST impression!

**CLASS CONSEQUENCES**

1. Verbal warning and/or mini student-teacher conference
2. Call home
3. Detention and/or parent-teacher conference
4. Referral to administrator

## **CLASSROOM NORMS**

### **1. TURN OFF OR SILENCE CELL PHONES/ ELECTRONIC DEVICES. YOU MAY BE GRANTED PERMISSION TO LISTEN TO MUSIC WHILE WORKING *BUT* ONLY WITH HEADPHONES.**

- Electronic devices (iPods, handheld games, mini-TVs or, cell phones, etc.) are NOT permitted to be used in my classroom unless we are using them for lessons/activities or you are given permission.
- Cell Phones should be turned off/silence during the class period. Refusal to turn over the cell phone/electronic device when misused will be treated as insubordinate behavior. The following consequences will be implemented:
  - **First occurrence:** you will receive a warning,
  - **Second occurrence:** it will be confiscated and returned to you at the conclusion of class.

If you do not cooperate, a hall monitor or administrator will be notified. At this point, your electronic device will be given to an administrator. Please see district policy (student handbook) or go to the APS website regarding cell phone/electronics.

### **2. NO FOOD OR DRINK, EXCEPT WATER. FOOD IS NEVER ALLOWED AT COMPUTER STATIONS, NEVER!**

- You may drink bottled of water in the classroom. If a spill occurs, please clean it up immediately and inform the teacher.
- No other food or beverage is permitted without a doctor's note.

### **3. ARRIVE TO CLASS ON TIME & READY TO LEARN**

- When the bell rings, you need to be sitting in your seat.
- You should immediately begin on the warm up activity or journal entry.
- Be "physically" and "mentally" present in the classroom

### **4. NEVER LINE UP AT THE DOOR OR STAND BEFORE DISMISSAL**

- Please remain in your seat until I have dismissed you. Remember, I dismiss you, not the bell or signal from others.

### **5. DO NOT CHEAT, PLAGIARIZE, OR COPY WORK**

- Cheating is completely unacceptable. If I see you cheating on any assignment, I will earn a zero and your actions will be reported to your administrator and parents.
- Plagiarism (copying work from another source without giving proper credit) is completely unacceptable. If you plagiarize on any assignment you will earn a zero on that assignment until it is corrected.

### **6. USE POLITE AND APPROPRIATE LANGUAGE. RESPECT ALL STAKEHOLDERS OF FDHS!**

- Offensive, derogatory, and profane terms are not tolerated. In order to have a safe classroom environment where all students feel comfortable, no put downs, swear words, or slang words with demeaning connotations will be accepted. Remember, if you don't have something nice to say, don't say it at all!

### **7. DO YOUR BEST WORK AND TURN IT IN ON TIME**

- Remember that the work that you turn-in is a reflection of your effort on the assignment. Think about the following expectations when you are preparing an assignment that I will review:
  - Write your full name and hour on all assignments.
  - All work must be neatly done and legible in order to receive credit. If you print, capitalize properly (do not write using all capital letters).
  - Never turn any assignments in with the "fringes" from spiral notebooks on the paper. Doing so will earn you a deduction on your grade. Likewise, assignments that are bunched up, crinkled, illegible, sloppy, or contain stains or holes are unacceptable.

### **8. ACTIVELY PARTICIPATE IN CLASS LESSONS/ACTIVITIES**

**ACADEMIC INTEGRITY:** Academic dishonesty is the failure to maintain academic integrity.

*Academic dishonesty includes but is not limited to:* cheating, (using or attempting to use unauthorized materials, information, or study aids in any academic exercise); fabrication, (falsification or invention of any information or citation in an academic exercise); bribery offered for grades, transcripts, or diplomas; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work for another student, presenting another student's work as one's own; and plagiarism.

**LATE ASSIGNMENTS:** It is important that students are responsible and meet established due dates for assignments. Late is defined as anytime work is submitted after the assignment has already been collected by the teacher.

**MAKE-UP AND MISSING ASSIGNMENTS:** When an absence occurs, it is the student's responsibility to retrieve and/or complete any assignment(s) from the teacher's Google Classroom drive. Students will be given full credit for work done that satisfies the conditions of the district policy for make-up work. Absent students are expected to submit missed work on or before the third class meeting after the absence. Pre-announced assignments are due the first day that students return to school.

**DEFICIENCY REPORTS:** Parents/Guardians will be informed as soon as problems are evident when students are making unsatisfactory progress in class. Deficiency reports, with plans for remediation, will be written for all students making unsatisfactory progress. Students will be required to return copy of report to teacher the next day with a signature from parents/guardians. Deficiency reports will be mailed home to parents/guardians for students with excessive class absences.

**RECOVERY PLAN:** Students whose numerical grades drop below 70 may recover their grade through the use of assignments provided by the teacher utilizing one of the following approved platforms: Applied Education Systems, YouTube guided assignments, or a creative project.

**LAB INFORMATION:**

**Computer Virus Protection Information:** Using storage devices (e.g. flash/travel drives) on more than one computer creates the possibility of infecting computers with a computer virus. It is your responsibility to protect all computers under your control. Since no anti-virus software will find every virus, **keeping copies (backups) of your data is extremely important.** I RECOMMEND YOU SEND A COPY OF YOUR WORK TO YOUR E-MAIL. Mrs. Fulton-Washington is NOT responsible for deleted/modified assignments/projects.

**PLEASE SAVE YOUR WORK TO YOUR GOOGLE DRIVE!**

I have received and read the course syllabus for this course.

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_