

***Course: Introduction to Business Technology***

***Room #326***

***Teacher: Ms. Summer Taylor***

***Department: CTAE Business Education***

***Stockbridge High School***

***770-474-8747***

***summer.taylor@henry.k12.ga.us***

**Tutoring on Tuesday and Thursdays from 3:15 pm-4:00 pm in RM. 326**

**Tutoring available before school from 7:45-8:15 Monday-Friday by appointment only**

Ms. Taylor’s preferred method of communication is email ([summer.taylor@henry.k12.ga.us](mailto:summer.taylor@henry.k12.ga.us)). Students and parents/guardians will receive a reply to any electronic communication within 48 hours.

* The teacher should always be the first point of contact for a parent. The quickest way to contact your child’s teacher is through email. Teachers are required to respond to parent emails within 24-48 hours.
* In order to be informed of your child's progress on assignments always check Infinite Campus, the official mode of communication for Stockbridge High School.
* Another way to check your child’s progress is through Google Classroom. Be sure to have your child’s teacher to enroll you in Google Classroom notifications that are sent to your email.

**Course Overview**

Introduction to Business & Technology 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 Business 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. In addition to these overviews above, 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. Introduction to Business & Technology is a course that is appropriate for all high school students.

**Course Outline**

• Introduction to Technology

• Word Processing

• Communication

• Careers

• Leadership & Management • Marketing

• Money Management • Accounting

• Entrepreneurship

• Insurance & Risk Management

**Course Goals**

Students who complete this course successfully will be able to:

● Demonstrate industry-recognized employability skills

● Apply technology as a tool to increase productivity to create, edit, and publish industry appropriate 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.

● 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.

**Required Materials**

● Fully charged Chromebook

● Chromebook charger

● Folder with notebook paper

● Pencil AND pen (students are required to turn in most assignments written in PEN as is standard practice in the business environment.

**Class Policies**

*1. Be on time, logged into your charged computer and prepared to learn every day.*

*2. Students will adhere to color coded personal technology procedures (attached)*

*3. Be responsible for your own learning. Participate and ask questions!!*

*4. Respect the teacher, classroom, equipment, and all students.* All interactions in class will be civil, respectful, and supportive of an inclusive learning environment for all students.

*5. Profanity is strictly prohibited. Our classroom is a business environment!*

*6. Stay in your seat unless you are throwing away trash or getting materials.*

*7. Food and drinks must be put away during class.. Water is permitted.*

*8. Follow the Code of Ethics for Computer Users (attached). \*\*This includes academic - dishonesty.*

**Students are encouraged to speak to Ms. Taylor about any concerns they may have about classroom participation and classroom dynamics.**

**Course Grading**

Grading is intended to reflect the level of mastery of content and student progress.

|  |  |  |
| --- | --- | --- |
| **Practice Work 40%** | **Assessment Tasks 40%** | **Mid-term/Final Exam 20%** |
| **Homework, Written Reflections, Any task that allows for practice of skills/standard; District Common Formative Assessment(s)** | **Constructed Response Assessments, Selected Response Assessments, Reflective Assessments, Summative Unit Assessments, Culminating Performance Tasks, Projects** | **Assess the totality of standards for the course.** |

***\*SHS instructors will input at least TWO grades per course a week.***

**Other Important Grading Information**

* SHS instructors will input at least TWO grades per course a week.
* Always review your student’s current class average in Infinite Campus.
* Please be patient if an assignment is not immediately updated on Infinite Campus, especially if turned in and accepted late.

*Grading Scale*

90-100=A

80-89=B

74-79=C

70-73=D

Below 70=F

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**INCLUSIVE LEARNING ENVIRONMENT STATEMENT**

The best learning environment––whether in the classroom, studio, laboratory, or fieldwork site––is one in which all members feel respected while being productively challenged. At Stockbridge High School, we are dedicated to fostering an inclusive atmosphere, in which all participants can contribute, explore, and challenge their own ideas as well as those of others. Every participant has an active responsibility to foster a climate of intellectual stimulation, openness, and respect for diverse perspectives, questions, personal backgrounds, abilities, and experiences, although instructors bear primary responsibility for its maintenance.

A range of resources is available to those who perceive a learning environment as lacking inclusivity, as defined in the preceding paragraph. If possible, we encourage students to speak directly with their instructor about any suggestions or concerns they have regarding a particular instructional space or situation. Alternatively, students may bring concerns to another trusted advisor or administrator (such as an academic advisor, mentor, department chair, or administrator). All classroom participants––including faculty, staff, and students––who observe a bias incident affecting a student may also file a report (whether personally or anonymously).

**Students are encouraged to speak to Ms. Taylor about any concerns they may have about classroom participation and classroom dynamics.**

**Attendance**

Attendance will be taken during the first 10 minutes of each class daily. Students should be in class when the tardy bell rings. (*Students who are 10 minutes or more tardy to class will receive a discipline referral for skipping*).

**Transition and Late Bell Schedule**

**School Day: 8:15-3:15**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Time | Late^ | Skipping\* |
| 1st Period | 8:15-9:50 (95 minutes) | 8:15 am | 8:25 am |
| 2nd Period | 9:56-11:31 (95 minutes) | 9:56 am | 10:06 am |
| 3rd Period | 11:37-1:37 (92 minutes/class) | 11:37 am | 11:47 am |
|  | 1st Lunch-11:54-12:16  *100 Hallway* | 12:19 pm | 12:29 pm |
| 2nd Lunch-12:19-12:41  *200 Hallway* | 12:44 pm | 12:54 pm |
| 3rd Lunch-12:44-1:06  *300/400/700 Hallways/115 and 127* | 1:09 pm | 1:19 pm |
| 4th Lunch-1:09-1:34  *ROTC/Gym/PE/Fine Arts/900 Hallway/130/227/135* |  | |
| 4th Period | 1:40 p.m.-3:15 p.m. (95 minutes) | 1:40 pm | 1:50 PM |

**PENALTIES FOR LATE WORK & POLICIES ON MISSED EXAMS, MAKE-UP EXAMS OR QUIZZES**

It is the student’s and parent’s responsibility, not the teachers’, to arrange for make-up work. Students should ask their teacher for any missed assignments on the first day they return to school. The number of days allowed to complete make-up work will be determined by the principal or his/her designee. The days allowed to make up work will not exceed the number of days absent except under extenuating circumstances approved by the principal or his/her designee. Students assigned Out-of-School Suspension (OSS) will be allowed to make up work upon return to school. The number of days to complete make-up work is commensurate to the number of days of OSS (i.e.., 3 days of Out-of-School Suspension = 3 days to make up work missed).

**MISSING ASSIGNMENT POLICY**  
  
After the grade is posted in IC, the student has until the following Friday to complete the missing assignment. (For example, if the grade is posted on Wednesday of this week, the student will have until next Friday to complete *the missing assignment.)* When the completed assignment is turned in, it is graded for accuracy. The student will receive a total deduction not to exceed ten (10) points.

**REASSESSMENT POLICY**  
  
Students will have an opportunity to repair a unit test grade (below 70%) after participating in interventions and documenting participation in activities to address unfinished learning. If a student does not earn 70% or higher, they must notify the teacher of intent to reassess when the grade is given. If a student does not earn 70% or higher, the student has until the upcoming Wednesday to participate in interventions and complete the unit test repair request form. After the grade is posted the upcoming Wednesday has passed and unit test repair has not been completed: The student is no longer eligible for reassessment. After the grade is posted the upcoming Wednesday has passed, documentation has been provided (Unit Test Repair Request Form) and Unit Test Repair has been completed (if the new assessment grade is at least 70% or above).

Please note that semester/final exam grades are final. There are no retake opportunities for semester/final exams.  
The score for reassessments will be based on a scaled score not to exceed 85%.   
Please see the scale below (+).

**Conversion Chart for Reassessment (+)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Actual Score | Scaled Score | Actual Score | Scaled Score | Actual Score | Scaled Score | Actual Score | Scaled Score | Actual Score | Scaled Score |
| 100% | 85% | 93% | 79% | 86% | 73% | 79% | 67% | 74% | 63% |
| 98% | 84% | 92% | 78% | 85% | 72% | 78% | 66% | 73% | 62% |
| 97% | 83% | 91% | 77% | 84% | 71% | 76% | 65% | 72% | 61% |
| 96% | 82% | 89% | 76% | 82% | 70% | 75% | 64% | 71% | 60% |
| 95% | 81% | 88% | 75% | 81% | 69% | 74% | 63% | 69% | 59% |
| 94% | 80% | 87% | 74% | 80% | 68% | 73% | 62% |  |  |

**TECHNOLOGY POLICIES:** Misuse of Electronic Communication Devices: Unauthorized possession, displaying or using a cell phone, pager, or other electronic communication device during the school day without the consent of the principal or his/her designee.

**ETHICS/VIOLATIONS OF ACADEMIC DISHONESTY/CHEATING**: Coursework submitted by a student must be the student’s own, original work. Students shall not cheat on any assignment by giving or receiving unauthorized assistance or commit the act of plagiarism. Students who commit such acts are subject to not receiving credit on the assignment in question and will be subject to disciplinary action as well.

**Disclaimer**

The instructor reserves the right to make modifications to this information throughout the semester.

*Parent-Teacher Contact*

* The teacher should always be the first point of contact for a parent. The quickest way to contact your child’s teacher is through email. Teachers are required to respond to parent emails within 24-48 hours.
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