



Hephzibah Comprehensive High School

Introduction to Business & Technology

2025-2026 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: 6 th 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 the essentials for working in a business environment, managing a business, and owning a business. This course intends to prepare students to be personally and professionally successful in an information-based society. Students will not only understand the concepts but also 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 the employability skills and content standards for this course.

Various 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 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.



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Teacher: Mr. Hall (Room#230) Business Education Teacher

2025-2026 School Year

Classroom Procedures

1. Teacher – greet students as they enter the classroom.
2. Students will enter the classroom **QUIETLY** and remove their **hoods**.
3. The door will be closed once the **tardy bell rings**.
4. The door will not be opened until attendance is taken and completed.
5. Students review the **Promethean Board** for instructions.
6. Put away **non-school** electronics and prepare for the day's lesson.
7. Put bookbags under the desk / not in the walkway aisle.
8. **One-on-one** with Teacher presentations with appointed assignments – NO electronics allowed.
9. **NO electronics** allowed during tests – bookbags will be placed at the back of the classroom.
10. Students will clean up and return materials in the last 5 minutes of class.
11. **Remain seated** until the Teacher dismisses the class – **NOT** the bell.

Classroom Rules

1. Respect Everyone
2. If you are in a relationship, be **RESPECTFUL** while in the classroom.
3. Quiet - doing **ANY** intercom announcements.
4. Take responsibility for your work, deadlines, and behavior.
5. If you are having a bad day or don't feel well, grab a sticky note, and post it on your monitor.
6. Only **one person** may use the bathroom at a time (**5 minutes**) – no electronics allowed (**10/10 rule**).
7. Cell phones and non-school electronics are not permitted during instructional time.
8. Eating is not allowed during instructional time (water is an exception).
9. Computer games are not allowed during instructional time.
10. Do not contact another student to bring you anything without teacher approval.
11. Always use appropriate language.
12. Devices are for learning only—no unauthorized **RECORDING**.
13. Bad classroom behavior will be recorded in **Infinite Campus**.
14. After verbal warnings for bad behavior, you may be asked to leave or step out into the hallway.
15. NO writing on the desk – respect computer equipment.
16. Wait for the teacher's dismissal, not the bell.



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Assessment Methods – Check Level of Understanding:

Projects: Individual or group projects related to financial analysis, budgeting, or investment scenarios for a business.

Class Participation: Active engagement in class discussions, case studies, and real-world business examples.

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

Major (Unit Test): 40%

Minor (Quizzes): 60%

Extra Credit – A **95 grade** will replace the lowest grade if the student presents to me the original hard copy signed syllabus before the Progress Report or Report Card is sent out. (Checking for Responsibility)

Note:

All tests will be in hard copy – no electronics allowed, and backpacks will be placed at the back of the class until completion of the test.

Missing Work Policy:

***** Learn in Class - Do the work in Class *****

If a student fails to submit an assignment at the appropriate time:

- Students have up to 5 school days to submit the missing work for full credit.
- Assignment submitted after 5 days: highest grade of **80**
- Assignment submitted after 15 days: highest grade of **70**
- Minimum Grade for Missing Work: **55**

Note: The syllabus is subject to change. Students will be notified of any modifications in advance.



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Business Education Teacher
Hephzibah High School

Grade(s): 9th – 12th

Planning Period: 12:40PM -1:25PM

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

Print Name _____

*** Parent / Guardian Signature

DATE

Print Name _____

Student Signature

DATE