



Mission: To be a Beacon of Light and Place of Hope, where exceptional opportunities are accessible to all

Instructor: (Dr.) Temeisha Moore

ROOM # 440

Instructor Email: temeisha.moore@henry.k12.ga.us

(Email is the best method of communication)

COURSE DESCRIPTION:

Introduction to Business & Technology is the foundational course for the Entrepreneurship pathway. The course 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 Objectives

AAS associates will:

- 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 Supplies
<ul style="list-style-type: none">● Fully charged Chromebook● Chromebook charger● One Note Book● Writing utensil● Eraser

Expectations for Academic Success
<ul style="list-style-type: none">● Attend class daily.● Be prepared for class.● Follow all classroom rules.● Respect yourself and others.● Ask questions.● Students should actively engage in Note taking.● Assignments should not be turned in late.

- No coming to class late.
- No Cell Phone use in the classroom.
- No AirPods/Earphone/Headphone
- Contribute new ideas.
- Actively Participate in class activities.
- Work hard, and give your best effort.

Grade Calculation

Summative Assessments = 40%	Formative Assessments = 40%
<ul style="list-style-type: none"> ● Authentic learning projects, exams, presentations, essays, labs 	<ul style="list-style-type: none"> ● Practice Work: classwork, homework, quizzes, labs, employability skills
Culminating Final Exam/Project 20%	
<p>All courses will have a culminating exam or project that assesses associate learning of the semester's course content. This exam/project will be 20% of the overall course grade.</p>	

Make-up Work

It is the student's responsibility, not the teacher's, to make arrangements for make-up work. Teacher will work with the student to ensure make up is done. Students are allowed to make up work for *excused* absences only, and it is their responsibility to get make-up work **the first day they return**. For each day that a student is absent, he or she has the same number of days to complete make up work. Anything else will result in a missing grade in the gradebook. Please, always talk to the teacher and work with the teacher to ensure all make up work is correctly and successfully done.

Late Work Policy

All assignments are due and must be submitted on or before the due date. Any assignment turned in after the due date will receive no grade, except there was a genuine reason granted by the teacher prior to the late submission. Meaning, if you know you are going to turn in any late assignment/quizzes/project/classwork, you will have to let the teacher know through e-mail and the teacher will grant you permission, otherwise you will receive no grade. Please, always communicate with the teacher to ensure he/she is carried along.

Grade Recovery Days

Before each break, every student will be allowed to make up any missing assignments prior to that particular make up day. You will only get **three** recovery days. There will be a time frame to complete all assignments. Any missing work not turned in or before these particular days will not be accepted and your grade will be a zero.

Fall Semester

September 15, 2023

November 17, 2023

December 15, 2023

Spring Semester

February 14, 2024

March 30, 2024

May 17, 2024

Employability/Soft Skills

School Wide Activities:

- TBD

The dates for the activities will be provided by the Admin. Team.

Career and Technical Student Organization [CTSOs]

In addition to course integration, we will have a once-per-month activity schedule where associates will have an opportunity to participate in their CTSOs. They will have the opportunity to be part of a symposium where a guest speaker or an expert teacher will present topics on secrets of successful business, cybersecurity in business, secrets of successful entrepreneurs, the secret of marketing, international trade etc.

Students are also expected to participate in a question and answer competition. Prizes will be won and an award will be given to the best student and runner up.