



**Lassiter High School**  
*Reaching Excellence and Climbing Higher*  
**Career/Tech Department**  
**2018-2019**



<b>Course Title</b>	Business and Technology
<b>Teacher</b>	Jennifer Limeri – Room 512
<b>Email Address</b>	Jennifer.limeri@cobbk12.org
<b>Class Website</b>	<a href="https://limeribiz.weebly.com">https://limeribiz.weebly.com</a>
<b>Remind101</b>	Text @lhsbustech to 81010
<b>Extra Help</b>	Available Tues and Thurs 7:45am-8:15am and afternoons by appointment

**COURSE DESCRIPTION**

How is technology used to solve business problems and communicate solutions? Business and Technology is designed to prepare students with the knowledge and skills to be an asset to the collaborative, global, and innovative business world of today and tomorrow. Mastery use of spreadsheets and the ability to apply leadership skills to make informed business decisions will be a highlight of this course for students. Publishing industry appropriate documents to model effective communication and leadership will be demonstrated through project based learning. Students will use spreadsheet and database software to manage data while analyzing, organizing and sharing data through visually appealing presentation. Various forms of technologies will be used to expose students to resources, software, and applications of business practices. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are enhanced in this course to prepare students to be college and career ready.

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 standard for this course.

Business and Technology is the second course in the Business and Technology pathway in the Business Management and Administration cluster. Students enrolled in this course should have successfully completed Introduction to Business and Technology.

**STANDARDS**

- BMA-BT-1 Demonstrate employability skills required by business and industry.
- BMA-BT-2 Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.
- BMA-BT-4 Manage data in spreadsheet software for effective use in a business environment.
- BMA-BT-5 Master use of spreadsheet software to analyze, organize and share data from a spreadsheet while presenting the data visually in a business environment.
- BMA-BT-6 Develop creditable research skills to use information from a variety of sources.
- BMA-BT-7 Acquire database skills to manage data in a business environment.
- BMA-BT-8 Develop personal leadership skills to work on teams, teach others, serve customers, lead, negotiate, and work effectively and efficiently in a business environment.
- BMA-BT-9 Explore how related student organizations are integral parts of career and technology education courses.

**UNIT TOPICS**

**FALL SEMESTER:**

1. Introduction to Course
2. Technology
3. Communications
4. Effective Use of Spreadsheets

**SPRING SEMESTER:**

5. Analyze, Organize, and Share Data from Spreadsheets
6. Research Skills
7. Database Software and Skills
8. Leadership & Career Skills

**FBLA**

FBLA is a co-curricular student organization that plays an integral part in the components of the Business & Technology course standards. FBLA activities are incorporated throughout this course and the rest of the Business and Computer Science courses. Students are strongly urged to join the LHS FBLA Chapter. Membership dues are \$25.

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**CLASS MATERIALS**

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3-ring binder, paper, and pen/pencil EVERYDAY. A flash drive (2GB or higher) and headphones are recommended.

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**GRADING POLICY**

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Tests/Projects .....	55%	Classwork .....	15%
Employability Skills .....	20%	Final Exam .....	10%

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**MAKE-UP POLICY**

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**Make-up work is YOUR responsibility.** Below is information on the make-up policy for each type of assignment:

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**CLASSWORK/DAILY GRADES**

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If a student is absent, he/she may make up work within one day of the missed assignment if the absence is excused. (For example, if you miss a Tuesday and return on Wednesday, your make-up work will be due Thursday). Handouts will be located in the classroom, and notes can be obtained from a friend or classmate or be found on the class site.

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**LATE WORK**

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If you do not turn in an assignment on the due date, it will be entered as a '0' in the grade book. Ten (10) points will be deducted for each day the work is late. Work will not be accepted past one (1) week after the original due date. No late work will be accepted during the last week of the grading period.

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**EMPLOYABILITY SKILLS**

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Students become young professionals when they enter the business classroom. The employability skills grade will be based on attendance, student participation, teamwork, organizational skills, behavior and quality of work.

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**PROJECTS**

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Projects are assigned days and sometimes weeks in advance. Therefore, if you are absent on the day a project is due, it is due IMMEDIATELY upon your return to class. If you are absent on the day a project is due and it is a group project that involves some type of presentation, you will be given an alternative assignment.

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**TESTS/QUIZZES**

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Please make every effort to be here on test day. If you must miss a test, it is your responsibility to schedule the make-up test. Make-up tests must be given within 2 days of your return to school.

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**CLASS EXPECTATIONS**

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Lassiter's Student Handbook Policies will be enforced at all times.

1. Be respectful of all individuals in the classroom
2. Come prepared for class every day.
3. No sleeping, eating or drinking in the classroom.
4. NO cell phone usage.
5. All phones should be put away during instruction time from when the bell rings for class to begin through when the bell rings for class to end.
6. Be on time for class every day. 3 or more tardies will result in administrative referral.

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**ACADEMIC INTEGRITY**

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*Cheating is considered a serious matter. The parents of a student who has been involved in cheating will be notified and the student will receive a grade of zero for the test or evaluation period, and a grade of U in conduct.*

For this course, cheating is defined as, but is not limited to, the following acts:

- Copying anyone's answers to questions, exercises, study guides, classwork or homework assignments
- Taking any information verbatim from any source, including the Internet, without giving proper credit to the author, or rearranging the order of words and/or changing some words as written by the author and claiming the work as his or her own, i.e., plagiarism.
- Looking onto another student's paper during a test or quiz.
- Having available any study notes or other test aids during a test or quiz without the teacher's permission.
- Collaborating on assignments when independent work is expected.
- Students displaying cell phones during tests will have their cell phones confiscated, and will be given a zero.

**THIS PAGE NEEDS TO BE SIGNED AND RETURNED NO LATER THAN MONDAY, AUGUST 6, 2018**

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**ACKNOWLEDGEMENT AND SIGNATURES**

Please SIGN & RETURN TO INDICATE YOU AGREE WITH THE BELOW STATEMENTS

1. I have read and understand the academic integrity policy.
2. I have reviewed the class syllabus and understand the syllabus may be updated during the semester and I can find the most updated version on the teacher's class website listed above.
3. I have reviewed and understand the grading policy.
4. I am willing to be contacted by email.
5. I have access to the Internet and will access ParentVue (Synergy) to check on my child's progress. I understand that teachers will make every effort to post grades within 2 weeks of accepting the assignment, but that posting of grades for larger papers and projects may extend beyond the 2 week timeframe.
6. I give permission for my child to view G, PG or PG13 movies if they are related to the curriculum of the class.

Student Name: \_\_\_\_\_  
(Please print legibly)

Class Period: \_\_\_\_\_

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

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

Parent/Guardian Name: \_\_\_\_\_  
(Please print legibly)

Parent/Guardian Signature: \_\_\_\_\_

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