



Course Title	Business and Technology	
Teacher	Jennifer Limeri – Room 512	
Email Address	Jennifer.limeri@cobbk12.org	
Class Website	https://limeribiz.weebly.com	
Remind101	2 nd Period – text @lhsibt6th to 81010	3 rd Period – text @lhsibt7th to 81010
Extra Help	Available Tues and Thurs 7:45am-8:15am and afternoons by appointment	

COURSE DESCRIPTION

Introduction to Business & Technology is the foundational course for the Administrative Support & Entrepreneurship 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. 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.

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.

STANDARDS

- IBT-1 Demonstrate employability skills required by business and industry.
- IBT-2 Apply technology as a tool to increase productivity by creating, editing, and publishing industry documents.
- IBT-3 Master word processing software to create, edit, and publish professional-appearing business documents.
- IBT-4 Analyze and integrate leadership skills and management functions within the business environment.
- IBT-5 Demonstrate understanding of the concept of marketing and its importance to business ownership.
- IBT-6 Use professional oral, written, and digital communication skills to create, express, and interpret information.
- IBT-7 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
- IBT-8 Understand, interpret and use accounting principles to make financial decisions.
- IBT-9 Develop effective money management strategies and understand the role and functions of financial institutions.
- IBT-10 Research and interpret the various risks involved in operating a business while determining the role of insurance.
- IBT-11 Examine basic human resources and the legal aspects of a business.
- IBT-12 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.

UNIT TOPICS

FALL SEMESTER:

- 1. Introduction to Technology
- 2. Word Processing Applications
- 3. Effective Communication Skills
- 4. Entrepreneurship and Business Ownership
- 5. Leadership and Management

SPRING SEMESTER:

- 9. Introduction to the World of Marketing
- 10. Accounting 101
- 11. Money Management Basics
- 12. Managing Risks
- 13. Introduction to Human Resources
- 14. Career Planning

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 \$30.

CLASS MATERIALS

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

GRADING POLICY

Tests/Projects.....	40%	Classwork	10%
Quiz/Minor Assessments.....	20%	Final Exam	10%
Employability Skills	20%		

MAKE-UP POLICY

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

CLASSWORK/DAILY GRADES

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.

LATE WORK

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.

EMPLOYABILITY SKILLS

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.

PROJECTS

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.

TESTS/QUIZZES

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.

CLASS EXPECTATIONS

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.

ACADEMIC INTEGRITY

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 12, 2019

Student Name: _____

Class Period: _____

(Please print legibly)

Course Title	Introduction To Business and Technology	
Teacher	Jennifer Limeri – Room 512	
Email Address	Jennifer.limeri@cobbk12.org	
Class Website	https://limeribiz.weebly.com	
Remind101	2 nd Period – text @lhsibt6th to 81010	3 rd Period – text @lhsibt7th to 81010
Extra Help	Available Tues and Thurs 7:45am-8:15am and afternoons by appointment	

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 Signature: _____

Date: _____

Parent/Guardian Name: _____

(Please print legibly)

Parent/Guardian Signature: _____

Date: _____