



---

## Introduction to Business & Technology

---

*This syllabus is subject to change as needed.*

<b>Quarter &amp; Term:</b>	2018-2019
<b>Course Number &amp; Title</b>	Introduction to Business & Technology
<b>Instructor Name and email:</b>	Mrs. Shannon Anderson-Rush, sanderson-rush@forsyth.k12.ga.us 770781-6637 x160848 (M-F daytime)
<b>Office Hours &amp; Location:</b>	M-F: 12:00 p.m. – 2:00 p.m., 5:00 p.m. – 8:00 p.m.
<b>Delivery Method:</b>	online: <a href="http://www.mrsrush.net">www.mrsrush.net</a>
<b>Pre-requisites:</b>	None

---

### COURSE INFORMATION

---

#### **COURSE OBJECTIVES & COMPETENCY AREAS:**

Introduction to Business & Technology is the foundational course for Business and Technology, Entrepreneurship, 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 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.

---

#### **STUDENT LEARNING OBJECTIVES:**

---

Student learning objectives for Introduction to Business & Technology are found at: <http://www.gadoe.org/curriculum-instruction-and-assessment/ctae/documents/introduction-to-business-technology.pdf>

---

## **Forsyth Virtual Academy Policies**

---

**GRADING POLICY:** 90-100=A; 80-89=B; 70-79=C; Below 70=F

**GRADING SCALE:** Assignments (including quizzes): 25%; Tests: 75%

Assignments/Tests are expected to be submitted by the end of the week unless the instructor is contacted in advance of the due date. All late assignment will be accepted in accordance with FVA late work policy.

**INSTRUCTIONAL METHODOLOGY USED:** Presentations, quizzes, tests, lecture, assignments, access to publisher website, discussions, and evaluations

**WORK ETHICS:**

To promote positive behaviors, Students will discuss the following topics: Attendance, character, teamwork, appearance, attitude, productivity, organization, communication, cooperation and respect. A separate grade will be given to the student. 1=unacceptable; 2=acceptable and 3=above average

**ATTENDANCE REGULATIONS:**

Attendance will be tracked and marked in Infinite Campus. Attendance is based on assignment completion in ItsLearning in accordance with FVA attendance policy. Attendance will also be tied to amount of work complete and submitted by the due date.

**PLAGIARISM/CHEATING**

Making false representations to the Academy, including forgery and unauthorized alteration of documents, unauthorized use of any document or instrument of identification. See the Student Handbook for specifics on Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignments.

**EMAIL COMMUNICATION:** ItsLearning email is the official medium for communication with students at FVA. Students should monitor their ItsLearning email daily.