

# Introduction to Business & Technology

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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. Feel free to download the [course standards](#).

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## Syllabus

Download the [Introduction to Business and Technology syllabus](#). Information contained in the syllabus is subject to change if necessary.

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## Pacing Guide

Due dates are guidelines and official due dates are found in itsLearning on the planner along with the weekly schedule and resources.

Unit	Semester	Year Long
Unit 1 - <a href="#">Introduction to Technology</a>	August 22	September 5

Unit 2a - <a href="#">Business Communications</a>	August 29	September 19
Unit 2b - <a href="#">Written Communications</a>	September 5	October 3
Unit 3 - <a href="#">Leadership &amp; Management</a>	September 26	November 14
Unit 4 - <a href="#">Marketing</a>	October 3	December 12
Unit 5 - <a href="#">Entrepreneurship &amp; Business Ownership</a>	October 15	January 30
Unit 6 - <a href="#">Accounting</a>	October 24	February 13
Unit 7 - <a href="#">Money Management</a>	November 7	March 13
Unit 8 - <a href="#">Risk Management</a>	November 21	April 17
Unit 9 - <a href="#">Human Resources &amp; the Law</a>	December 12	May 15

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## Help Desk

Students who experience technical difficulties with itsLearning or Infinite Campus should contact [iAchieve Virtual Academy](#) for assistance.

Students who experience technical difficulties with the lessons or mrsrush.net should contact Mrs. Rush through the itsLearning email client or at [sanderson-rush@forsyth.k12.ga.us](mailto:sanderson-rush@forsyth.k12.ga.us)

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