Business Technology I & II

Course Syllabus

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Room #21

Required Materials:

- USB Drive (4 GB +)

- Student Planner/Calendar

- Pen and/or Pencil

- Pocket Folder

- 3 - Ring Binder
  (for Portfolio)

- Paper

- Textbook *(If lost, stolen, or damaged you will be responsible for the cost)*

Grading Scale:

The following grading scale is used by the **Platte County** School District and will be used in determining grades for the student.

A	94 – 100%
A-	90 – 93%
B+	87 – 89%
B	83 – 86%
B-	80 – 82%
C+	77 – 79%
C	73 – 76%
C-	70 – 72%
D+	67 – 69%
D	63 – 66%
D-	60 – 62%
F	0 – 59%

The mission of the Business/Marketing Education Department is to enable students to understand and apply business, marketing, management and entrepreneurial principles; to make rational economic decisions; and to exhibit social responsibility in a global economy.

Business Technology I & II (each a semester course) allows students to develop the skills needed to communicate quickly and easily through business documents. Students will analyze their work using the full capabilities of software that is appropriate for a business setting. Both courses (Business Technology I - Intermediate / Business Technology II - Advanced) are designed to help students develop the qualities, knowledge, and skills necessary for working in a business. Students enhance computer application skills as they develop competencies needed by administrative support professionals. The content includes the use of technology to develop communication skills, the performance of office procedures tasks, the production of quality work using advanced features of business software applications, and the production of high quality employment portfolios and job-seeking documents. In addition, this course provides training or skills many employers find deficient dealing with other people, using the telephone, organizing work, and handling other crucial tasks.

Course Rationale: This area of instruction provides content for employment in one of the largest major occupational groups--administrative support. Demand in this career area will continue to expand as businesses utilize advanced office technology to increase their production efficiency and improve the quality of their products and services. This area of instruction benefits students by enhancing the software application skills and communication competencies needed by administrative support professionals and those students continuing their education.

The following Units will be covered:

UNIT ONE:
Prepare for Employment

UNIT TWO:
Develop Employability Skills

UNIT THREE:
Develop Career Management Strategies

UNIT FOUR:
Apply Effective Communication Skills

Software:
Google Apps, Microsoft Office, Adobe Creative Suite & More!

Method of Instruction

Information will be presented through lecture, group discussion, handouts, activities/projects, use of examples and many other instructional tools. Students will engage in exploration activities utilizing the textbook, Internet, technology, business professional speakers, and many other resources. Students will need to be able to work effectively both individually and as a team.

Method of Evaluation

Your grade will be based total points of the following:
- Class participation/Attendance (10%)
  - Effort put into your work (10%)
  - Tests/Quizzes
  - In class work (Assignments, Projects)

If you have been absent it is **your responsibility** to retrieve your make-up assignments from the teacher. Any late work will result in an automatic 1/2 credit on the assignment. Once the quarter has passed, all late work will result in a "0" for the grade.

Cheating on an assignment, project or test will not be tolerated and will be handled according to the school policy.

Attendance
Good attendance is necessary because of the large amount of in-class work and projects. Policies in the student handbook set up the Platte County School District will be followed.

Excused/Unexcused Absence/Tardies
Good attendance is necessary because of the large amount of in-class work and projects. Assignments must be made up within the quarter the assignment was given. Students with an unexcused absence will not be allowed to make up assignments for credit. Policies for absences and tardies in the student handbook set up the Platte County School District will be followed.

Every one of you will have a job that requires skills. You will be successful in the future if you can think in "business" and job terms. Therefore, this school year you will need to remember the following:

School is equivalent to your **"job"**. This classroom is your **"office"**, teachers are your **"supervisors"** and you, the students, are the "employees". All employees (students) are **scheduled** and **expected** to **work** Monday through Friday. Times between classes are **short breaks** on your job. Your report card is equivalent to your paycheck and your **salary/compensation** is tied to your work effort. You get weekends, holidays and ten weeks off during the summer. Employees (students) must be on task the entire **"shift"**.