

CTAE & Business Course Syllabus

Instructor/Facilitator: Dr. Silburn Pitter

School: Performance Learning Center

Email: pittesi@richmond.k12.ga.us

Telephone: 706-796-4965

Introduction

This course is designed for high school level students as a gateway to the Business, management, and entrepreneurship career pathways. This course also provides an overview of business and technology skills required for today's business environment. The knowledge of business principles, the impact of financial decisions, and technology proficiencies demanded by business are combined to establish the elements of this course.

Students will learn the essentials for working in a business environment, managing a business, and owning a business. This course prepares students to be personally and professionally successful in a technologically information-based society. Students will both understand and apply the concepts of 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. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are developed in this course as foundational knowledge to prepare students to be college and career-ready.

Course Objectives:

- Demonstrate employability skills required by business and industry.
- Apply technology to increase productivity to create, edit, and publish industry-appropriate documents.
- Master word processing software to create, edit, and publish professional-appearing business documents.
- Analyze and integrate leadership skills and management functions within the business environment.
- Demonstrate understanding of marketing and its importance to business ownership.
- Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas.
- 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.
- Understand, interpret, and use accounting principles to make financial decisions.
- Develop effective money management strategies and understand the role and functions of financial institutions.
- Research and interpret the various risks involved in operating a business while determining the role of insurance for a business.
- Examine basic human resources and the legal aspects of a business while incorporating the methods into business practices.

CTAE & Business Course Syllabus

- 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.

EDGENUITY

This is a computer-based, online learning system that provides students with another medium for achieving academic credit. Edgenuity allows students to work at their own pace in completing necessary academic courses without sacrificing the rigor of a traditional classroom. The assignments will be graded and added to the overall grade.

- Students will complete their class on an individual basis working at their
- own pace.
- Students will take notes that will be turned in to the instructor when the
- cumulative exam is taken.
- To obtain mastery, students must score at least 70% on all quizzes, tests, and
- cumulative exams.
- Students will get 2 attempts to pass their assessments (pre-test + 2
- attempts).

Cell Phone Policy

Cell phone use is prohibited in classrooms. Phones must remain off or silent and completely out of view. Unless verbal permission has been granted by the teacher after the instructional period has ended.

Academic Honesty Statement

Honesty and integrity are integral components of the academic process. Students are expected to be always honest and ethical in their pursuit of academic goals. Any student found in violation of the policy will be asked to redo assignments.

Required Daily Supplies:

- Pencil or Pen
- Loose-Leaf Paper
- School-issued technology (With Power Cable)
- Corded Headphones
- Note Cards Optional

Classroom Expectations:

1. Be prepared for class daily.
2. Be on time for class. Students will be marked tardy if late.
3. Bookbags are not allowed in the classroom.
4. Sit up and face forward at the desk.
5. Stay seated during the instructional period.

CTAE & Business Course Syllabus

6. Use the restroom during the transition to class.
7. No cellphone or headphone use during the instructional period.
8. No pictures or videos are to be taken of students in the classroom unless it is an approved project.
9. No food, or drinks allowed in the classroom.
10. There will be zero tolerance for foul language in the classroom.
11. Students are expected to use proper etiquette when communicating with teachers and classmates at school or online.

Classroom Goals:

1. Respect Ourselves
2. Respect Others
3. 100% Participation
4. Collaboration
5. Effort – All students must TRY.

Consequences for Inappropriate Behavior:

1st Offense – Students may receive a verbal warning or redirection.

2nd Offense – A one-on-one conversation with the student.

3rd Offense - The parent Guardian or administrator will be contacted.

Subject to change disclaimer

The policies and regulations herein are subject to change without notice at any time at the discretion of the teacher and administration.

Student's Name (Print): _____

Student's Signature: _____

Parent's/Guardian's Names (Print): _____

Parent's/Guardian's Signatures: _____

Parent's/Guardian's Phone Number: _____

Parent's/Guardian's Email Address: _____

Comments/Concerns Regarding Your Child: _____
