Course Description
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 to 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 and skills acquired in this course. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate skills required by business and industry. Various forms of technologies will be highlighted to expose students to the emerging technology 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 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. After master of the standards in this course, students should be prepared to earn an industry recognized credential: Microsoft Office Specialist for Word Core Certification.

Course Objectives
Throughout the course, you will meet the following goals:

• Apply technology as a tool to increase productivity to create, edit, and publish industry appropriate documents
• Master word processing software to create, edit, and publish professional-appearing business documents
• Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas

Student Expectations
This course requires the same level of commitment from you as a traditional classroom course. Throughout the course, you should master the following:

• Student will engage in the coursework on a daily basis
• Student will follow the required pacing guide and contact the teacher if they are unable to meet the weekly pacing
• Interactive lessons that include a mixture of instructional segments and tasks
• Student will answer constructed response questions as directed, i.e. use complete sentences when required and answer the question asked
• Assessments including quizzes, tests, and cumulative exams
• Student will return the phone call from the teacher
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Communication
Your teacher will communicate with you regularly through discussions, e-mail, SKYPE, chat, and system announcements. You will also communicate with classmates, either via online tools or face to face, as you collaborate on projects, ask and answer questions in your peer group, and develop your speaking and listening skills.

Grading Policy
You will be graded on the work you do online and the work you submit electronically to your teacher. The weighting for each category of graded activity is listed below.

- Quizzes 25%
- Assignments 25%
- Projects 30%
- Final Exam 20%

All of the grades that you receive online will be recorded in Edgenuity. To view your grades in Edgenuity, click on: organizer; reports; then, scores and feedback.

Fulton County Schools Grade Recovery Policy
Opportunities designed to allow students to recover from a low or failing cumulative grade will be allowed when all work required to date has been completed and the student has demonstrated a legitimate effort to meet all course requirements including attendance. Students should contact the teacher concerning recovery opportunities. Teachers are expected to establish a reasonable time period for recovery work to be completed during the semester. All recovery work must be directly related to course objectives and must be completed ten school days prior to the end of the semester.

Due Dates
The Fulton Virtual School’s policy is to allow students to work at an individualized pace in the course. You are expected to work at your own pace and have the course finished by the last day of the class. You are expected to show the same level of commitment as you would in your traditional school setting.

Scope and Sequence
When you log into the Virtual Classroom, you can view the entire course map, which provides a scope and sequence of all topics you will study. Clicking a lesson’s link in the course map leads to a page listing instructional activities, assignments, and learning objectives specific to that lesson. The units of study are summarized below.

Unit 1: Selling and Pricing
Unit 2: Customers, Inventory, and Safety
Unit 3: Workplace Skills
Unit 4: Career Development
Unit 5: Using the Internet
Unit 6: Word Processing
Unit 7: Presentations
Unit 8: Working with Data and Events
**Georgia Performance Standards**

This course is correlated to the Georgia Performance Standards. If you would like more information on the GPS, please visit: [https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Introduction-to-Business-Technology.pdf](https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Introduction-to-Business-Technology.pdf)

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**Fulton Virtual School Academic Integrity Policy**

In a virtual learning environment, honesty and integrity are integral traits for academic success. At Fulton Virtual, we believe that all students must show integrity in the completion and submission in all aspects of the academic experience. Therefore, no forms of cheating, assisting others in cheating, and/or plagiarism (passing off the work of others as if it is your own) will be tolerated.

When collaboration is necessary to complete tasks and projects, Fulton Virtual School instructors will provide students with advance notice. Thus, all work is considered an individual assignment unless otherwise noted. The following list of dishonest behaviors has been compiled to assist you. This list is by no means exhaustive, and each infraction of academic dishonesty will be handled the virtual instructor on an individual, case-by-case basis.

*Dishonest behavior includes, but is not limited to:*

1. **Plagiarism.** Plagiarism can be defined as the inclusion of another’s ideas, words, expressions, or data in writing or presentation without properly acknowledging the source.

2. **Unauthorized use off another person's password/login.** Student logins/passwords are confidential information that should not be shared with others.

3. **Cheating.** Cheating can be defined as the act or attempted act of deception by which a student seeks to misrepresent his submitted work as uniquely his own completed without assistance. Cheating includes copying another student’s work and submitting it as your own.

4. **Impersonation.** Performing work or taking an examination for another student or allowing someone to do so for you.

5. **Falsification and/or misrepresentation of data.** This can be defined as the submission of false or contrived data or sources.

6. **Computer crimes.** This may include damaging computer programs, hacking, constructing viruses, introducing viruses into a system, copying programs, etc.
Academic dishonesty will result in one or more of the following actions:

- Loss of grade points
- Removal from the course
- Failure to receive credit for the course
- Loss of eligibility to earn credits through Fulton Virtual Schools

Fulton Virtual School instructors have the authority to require that students perform other tasks or undergo additional assessments in proctored situations. If a Fulton Virtual School instructor suspects that there is a problem with academic integrity, the administrators of both the local school and Fulton Virtual School will be informed. Failure to follow these guidelines may result in removal from your virtual course without further warning.

All Fulton Virtual Students Must Agree and Adhere to the Following Academic Integrity Guidelines:

- I understand and will support and will abide by the guidelines set for in the Fulton Virtual School Academic Integrity Policy.
- I will not personally cheat (i.e., use unauthorized materials in completing my assignments and assessments), and I will not help others cheat.
- If I become aware of anyone else’s cheating or use of unauthorized materials (or any other violations of Fulton Virtual School’s Academic Integrity Policy, I have a personal responsibility to report the matter to an instructor or administrator.