

Lee County High School

2018 • • Mrs. Amanda Overstreet • • 2019

BUSINESS & TECHNOLOGY

Communication

Email

overstreetam@lee.k12.ga.us

Phone

(229) 903-2260

Class Materials

- Pens & Pencils
- Highlighters
- Headphones (Optional & Not Needed Everyday)

Responsibilities

- 1) Come to class on time
- 2) Come to class prepared
- 3) Get your folder & begin working on Essential Question and Journal Entry
- 4) Take notes & participate
- 5) Turn work in on time
- 6) Be courteous & respectful
- 7) No food or drinks in class

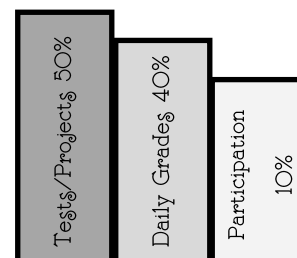
Course Info

Prerequisite: Introduction to Business & Technology
Business and Technology is designed to prepare students with the knowledge and skills to be an asset to the collaborative, global, and innovative business world of today and tomorrow. Mastery use of spreadsheets and the ability to apply leadership skills to make informed business decisions will be included in this course. Publishing industry appropriate documents to model effective communication will be demonstrated through project based learning. Students will use spreadsheet and database software to manage data while analyzing, organizing and sharing data through visually appealing presentation. Various forms of technologies will be used to expose students to resources, software, and applications of business practices. Professional communication skills and problem-solving skills will be used to become college and career ready.

Consequences

- 1st Offense — Verbal Warning
- 2nd Offense — Student Conference/Seat Change
- 3rd Offense — Parent Contact/Conference
- 4th Offense — Office Referral

Grades



Semester Exams are 20% of Final Grade. The average of the two 9 weeks will count as 80% of the final semester average.

Semester Exams can be exempted if requirements of the handbook are met.

FBLA

Future Business Leaders of America — Membership dues \$20

Future Business Leaders of America (FBLA) is the largest career student organization in the world. Each year, FBLA-PBL helps over 230,000 members prepare for careers in business. Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.