

Lee County High School

2018 • • Mrs. Amanda Overstreet • • 2019

INTRO. TO 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

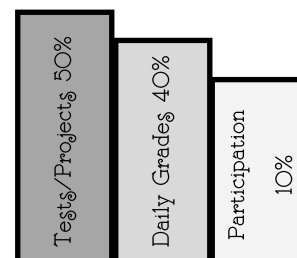
Course Info

Introduction to Business & Technology is the foundational course for the Administrative Support. The course provides an overview of business and technology skills required for today's business environment. Emphasis is placed on developing proficient fundamental computer skills required for managing a business, and owning a business. The intention of this course is to prepare students to be successful both personally and professionally in society. Employability skills are integrated into activities, tasks, and projects throughout the course to demonstrate the skills required by business and industry. Various forms of technologies will be highlighted to expose students to the emerging technologies 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.

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.