

INTRODUCTION TO BUSINESS AND TECHNOLOGY

Introduction to Business and Technology

This class is the first course for the Entrepreneurship Pathway

This course provides an overview of business and technology skills required for today's business environment.

Self motivated students do very well.

Employability skills are emphasized.

Many units are self-paced. Work speed will affect amount of homework.

Units of Study

- Marketing
- Accounting
- Microsoft Word
- Technology
- Entrepreneurship
- Management

Introduction to Business and Technology is a yearlong High School class. Students cannot withdraw from this class after the first quarter, and the grades earned per semester will be listed on the students' H.S. transcript and will be part of the H.S. GPA. This class will take place during one connection class and meet everyday.

Introduction to Business & Technology 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 combine to establish the elements of this course. Emphasis is placed on developing proficient fundamental computer skills. Students will learn essentials for working in a business environment, managing a business, and owning a business.

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 as a foundational knowledge to prepare students to be college and career ready. A significant amount of time will be spent refining skills associated with Microsoft Word. After mastery of skills, students may be prepared to earn an industry recognized credential: Microsoft Office Specialist for Word Core Certification. The costs (estimated \$80-\$100) associated with this certification test may be the responsibility of the student/parent.

As a high school level class, students must be motivated to produce work and keep up with expectations throughout the year. Space is limited!

If you are interested in this opportunity to take a high school credit class, please complete the on-line application that can be found on our school website.