

OVERVIEW



BUSINESS TECHNOLOGY

This course provides an rigorous, hands-on introduction to business technology used for business communication along with an introduction to personal finance. Business communication topics include the operating system and communication through digital documents, presentations, data, and presentation, as well as personal representation through digital media. This course applies the principles of ethical and effective communication in the creation of business letters, memos, emails, as well as written and oral reports for a variety of business situations. Personal finance topics include banking, budgeting, saving, insurance, taxes, education, and retirement planning.



Homeroom advisory is a course designed to support students and ensure their success in all of their courses as well as preparing students for their future. Important announcements will be disseminated through this course as well as the valuable tutorial process. Additionally, students will explore magnet specific career paths to be prepared for after high school. Students will be expected to work on projects or assignments that will aid in post-grad endeavors. Instructor will follow the AVID curriculum so that every student is college bound. This course especially follows the teacher's specialty: business and entrepreneurship.

ENTREPRENEURIAL ECONOMICS

Introduction Entrepreneur Economics examines the choice process from the perspective of the individual, the entrepreneur, and society as a whole. Students will understand the economics choices of what, how and for whom goods will be produced and are made in the various economic systems. Topics explored will include supply and demand, gross national product, unemployment, inflation, the monetary system, taxes, business and labor organizations and the interdependence of the world community. Students will employ the concepts of the Entrepreneur Economics to develop a viable business plan.

BUSINESS MANAGEMENT

Students in this course study the responsibilities for managing a business. Topics studied in this course may include making a business plan, cost planning and budgeting, development of the business and the business accounts, and the basics of buying and selling a business. This course introduces students to the foundations of business management, and how to apply those foundations to open a new business or to improve upon an already existing business.

CTE ESSENTIAL STANDARDS

- ✓ I can apply appropriate technical skills and academic knowledge.
- ✓ I can communicate clearly, effectively, and with reason.
- ✓ I can develop an education and career plan aligned with personal goals.
- ✓ I can apply technology to enhance productivity.
- ✓ I can utilize critical thinking to make sense of problems and persevere in solving them.
- ✓ I can practice personal healthy and understand financial literacy.
- ✓ I can act as a responsible citizen in the workplace and the community.
- ✓ I can model integrity, ethical leadership, and effective management.
- ✓ I can work productively in teams while integrating cultural and global competence.
- ✓ I can demonstrate creativity and innovation.
- ✓ I can employ valid and reliable research strategies.
- ✓ I can understand the environmental, social, and economic impacts of decisions.

WELCOME TO

CTE BUSINESS



MS.

INGRAHM

Room



ingrahm.rebecca@lUSD.org

EXPECTATIONS

GRADES

TECHNOLOGY

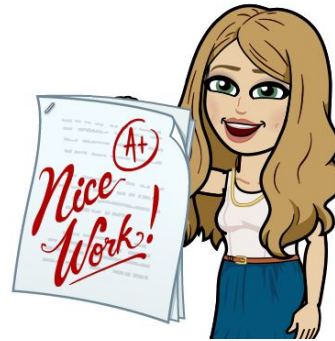


Beginning of class □ Turn in your checksheet, take a seat, put your phone/headphones away, log on to Google Classroom, submit any assignments, complete the bell-ringer, and/or do anything else to be a self-starter.

During class □ Be an active participant in your learning. Listen, collaborate, and ask questions.

End of class □ Work until the bell and remember your checksheet and binder so you will be ready for your next class. Don't forget to turn in your work.

25 checks=0.5 credit | 50 checks=1.0 credit
Students earn credit for academic work of "C" quality or better.



GRADING SCALE:

100-90	A
89-80	B
79-70	C

FINAL GRADE (Each Session):

	0-1.5 Credits Earned	2 Credits Earned	2.5+ Credits Earned
90-100% Grade Earned	C	B	A
80-89% Grade Earned	C	C	B
70-79% Grade Earned	C	C	C

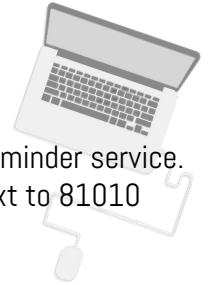
This grading scale is designed to reflect the amount of work a student completes in class. If a student completes less work, it is as though they received a zero on some assignments, thus lowering his/her grade.

LATE WORK:

Late work will not be accepted after the end of a session. Leftover checks will roll over in the same semester.

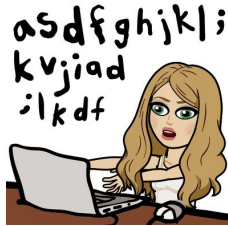
We will utilize Google Classroom daily. You must "join" my class by going to classroom.google.com and enter this code:

- 1st period: [REDACTED]
- 2nd period: [REDACTED]
- Homeroom: [REDACTED]
- 4 and 5th period: [REDACTED]



I will also use Remind, a texting reminder service. To receive texts, please send a text to 81010 with the message:

- 1st period: [REDACTED]
- 2nd period: [REDACTED]
- Homeroom: [REDACTED]
- 4 and 5th period: [REDACTED]



MATERIALS

- ✓ Chromebook
- ✓ Writing utensil
- ✓ AVID Binder
- ✓ A positive attitude
- ✓ NO CELL PHONES



INTEGRITY

Academic dishonesty will NOT be tolerated under any circumstances. Cheating, copying, or plagiarism of any form will result in the following consequences:

- failure of the assignment
- no sig
- disciplinary referral
- parent and homeroom teacher contact

JUST DON'T DO IT.