KENDRICK HIGH SCHOOL

HOME OF THE CHEROKEES

Business and Information Technology
Business & Technology Pathway

07.4413019 Introduction to Business & Technology (Grades 9-12)
07.4410029 Business and Technology (Grades 10-12)
07.4510039 Business Communications (Grades 11-12)

Introduction to Business & Technology (9-12) 07.4413019

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 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 to situations and defend their actions/decisions/choices through the knowledge and skills acquired in this course. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the employability skills standards and content standards for this course.

Business and Technology (9-12) 07.4410029
Prerequisite Required (Introduction to Business & Technology) (Grades 9-12))

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 a highlight of this course for students. Publishing industry appropriate documents to model effective communication and leadership 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.

Business Communication and Presentation (Grades 11-12) 07.4831029

This exciting course is designed to help students understand communication behaviors and concepts in order to develop effective communication skills in the business environment that students can carry with them into the real world of employment and leadership. This course covers topics related to communication between employees and their supervisors, communication within work groups, oral and written communication, interpersonal skills, and the use of current technology to complete various projects. This class makes it fun to explore various software and technology which is used to create visually captivating presentations that lead the audience down a path of discovery. Unleash your creativity in this course: Create professional-looking videos that turn your photos, video clips, and music into stunning video masterpieces.

This course will also equip students with the necessary skills needed for obtaining employment. Students stay ahead of the game by creating career portfolios that include a cover letter, resume, business cards, sample work, answers to job interview questions, and many other critical items needed for an interview. Regardless of your profession, the skills learned in Business Communication and Presentation can help you with your future endeavors.