Welcome to Business Technology and Consumer Concepts
Expectations/Rules/Consequences

In order for the classroom to be productive and safe for all, there must be some guidelines.

Class Expectations:

Respect the teacher, each other, yourself and all items in the room. Please do not bother other people's items nor the equipment in the room. Please do not talk while someone else is talking. Listening is very important!

Accountability for your work, attendance records, punctuality, and your outcome. You are in charge of yourself. If you are absent, please check Schoology for work missed and completed in a timely fashion—1 day for every day absent unless you talk with me. Please be in your seat when the bell rings. Please be prepared for each class by completing assigned work, participating in class discussions, and being engaged in this classroom material every day.

Positivity and Honest Please be positive in classroom discussion and in completing classroom work. In addition, please be honest in completing your own work.

Class Rules:

Leave the hardware/room in the same or better condition–no downloads, no shortcuts, no flash drives, no desktop changes or computer settings changes in any way. no changing the desktop or any computer settings in any way.

If you need something adjusted in the room-temperature, blind, etc. please ask the teacher

NO PHONES

NO PASSES, unless initiated by another teacher or a visit to the nurse

NO FOOD OR DRINK

Anything turned in for credit must be your own work, in your own words, and must be saved in your Google Drive in a Business Tech folder.

You may charge your Chromebook—there are multiple outlets—please ask first.

You may charge your phone in the back of the room only—please ask first.

School grading scale is applied. 80% semester work and 20% semester exam

Consequences:

Phones will be collected the first time I see/hear it and placed on my desk. Name goes on the board and phone is returned at the end of the hour. Second time the phone will be taken to the office for pick up at the end of the day with a referral. Third time the phone will be taken to the office and parent pick up.

Minor infractions and misbehaviors:

First step: verbal/non-verbal warning

Second step: stay after class and talk with teacher, call to parent/guardian

Third step: Student referral

Major infractions result in immediate removal to the office and a student referral.

**LEARN, CHALLENGE YOURSELF, STAY ORGANIZED, STAY TRUE TO YOUR VALUES,
BUILD RELATIONSHIPS WITH TEACHERS AND STAFF,
MAKE CONNECTIONS TO CLASSMATES, ASK QUESTIONS, WORK HARD,
AND TAKE TIME TO SMILE, BREATHE, AND SETTLE.
WE ARE ALL ON THE SAME TEAM.**

BUSINESS TECHNOLOGY AND CONSUMER CONCEPTS

Teacher: Laura Rench
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Required Course for Freshman at Hillsboro High School
Length of Course: 1 year
Credit: 1 Credit

Course Description:

This course meets the graduation requirements for Consumer Economics. Business Concepts and Technology is an intermediate to advanced level course using the Microsoft Office Suite. This class provides skills needed in high school, college, and the work environment. Hands-on experience utilizing formatting skills in word processing, spreadsheet, database, presentation software, e-mail, Internet and integration concepts will be the focus of this course.

In addition, students will use Google Workspace to collaborate on projects and Cloud to store information. In this class, students focus on producing professional business documents for publication and learning the basics of coding to enhance planning, organizing, and problem-solving techniques.

Also, students will complete a career exploration unit, complete a usable resume, cover letter, reference sheet, and practice interviewing skills.

Another aspect of this class will study financial literacy including: banking, budgeting, saving, investing, transportation, housing, higher education choices, and the wise use of credit.

A variety of software will be using in this class:
Microsoft Office Suite and Google Workspace along with Keyboarding Online, Xello-Career Cruising, online programs and more!