# Foundations of Business Management Syllabus

Mrs. Johnson - Room 115

Email: Johnson.Dorothy.L@muscogee.k12.ga.us

***Georgia Performance Standards:***

1. Demonstrate employability skills required by business and industry.
2. Understand the opportunities and nature of business, the role of an entrepreneur, and the subset of skills most commonly required of an entrepreneur.
3. Demonstrate effective ways to present ideas to others regarding business opportunities.
4. Understand basic business ideas that affect fundamental business decisions such as the feasibility of a business and its legal form of business ownership.
5. Understand and apply basic economic principles and concepts that are fundamental to entrepreneurship.
6. Determine how to identify, reach, and retain customers in a specific target market using a marketing plan.
7. Understand the financial needs to start and maintain a healthy business venture.
8. Manage and operate a real business or simulate the operation and management of a business.
9. Examine how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, and competitive events.

***What software will you be learning/using?***

* Microsoft Windows 10 – for accessing the Internet and other software programs.
* Microsoft Word 2016 – for word processing
* Microsoft PowerPoint 2016 – for slideshow presentations
* Microsoft Excel 2016 – for spreadsheets
* Windows Photos – for multimedia presentations
* Typing.com – for keyboarding warmups

***How will you be graded?***

Your daily work will all be averaged to count **35%** of your grade. (Formative)

Tests/evaluations/large projects will be averaged to count **65%** of your grade. (Summative)

Let’s Have a Great Semester!

**Logins, etc. to use in this class:**

**Computer Login:** Username: your GTID #

 Password: mcXXXXXX (your birthdate)

**Canvas Login:** mcsd.instructure.com (the website)

 Username: your GTID #

 Password: mcXXXXXX (your birthdate)

**Infinite Campus Login:** campus.muscogee.k12.ga.us (the website)

Username: your GTID #

 Password: mcXXXXXX (your birthdate)

**Typing Login:**  typing.com (the website we use)

 Username: brms2-15 (your period-your computer number)

 Password: mcXXXXXX (your birthdate)

**Your School Email:** your GTID #@mcsdgas.com and regular password

**Saving to your One Drive (Cloud, Office 365):**

FILE, SAVE AS, ONE DRIVE MUSCOGEE COUNTY, ONE DRIVE or DOCUMENTS.

Give it an appropriate file name and click SAVE.

**Opening up a file from your One Drive:**

FILE, OPEN, ONE DRIVE MUSCOGEE COUNTY, ONE DRIVE or DOCUMENTS.

Find the file you need, select it and click OPEN.

**Sending your work to me through Canvas:**

Log on to Canvas.

Click on our Class.

You should be on the ASSIGNMENTS page.

Find the assignment and click on it.

SUBMIT ASSIGNMENT

Click MORE, OFFICE 365. You may be asked to log on the first time. It’ll ask for your email address.

If may then ask you to log in again. Put in your GTID # and regular password.

Click on the box on the left of the assignment you’re sending.

Click ATTACH.

Click SUBMIT ASSIGNMENT. You should see “Submitted” and a check mark.

**AT HOME – looking for assignments, working on them, etc.**

muscogee.k12.ga.us

Click on FAMILIES & STUDENTS

You’ll probably be prompted to log on for the first time. Use your email above and password and/or your username and password to access your files.

Click on OFFICE 365. Here’s where you’ll find your Word, Excel, PowerPoint, etc. documents and your Outlook (email).