



Attitude – Respect – Responsibility

Marketing and Business Applications
(MBA)
2022-2023 Syllabus

Building Location: Main Building

Room Number: 15D

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Welcome

Welcome and congratulations on your acceptance into Auburn and the Marketing and Business Applications. I am thrilled that you will be joining the class next year.

As you take an important step to explore your future interests and discover your passion, understand that you will be receiving a strong foundation for the remainder of your life.

Auburn Career Center's Mission

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Auburn Career Center's Core Values

We believe that:

- People are personally responsible for their choices and actions
- Treating people with dignity and respect will enhance learning
- Attitude and goals drive achievement
- All people can learn
- All people can make positive contributions
- Change is exciting and essential for growth

Contact Information

Mrs. Angela Nelson

440-357-7542 ext. 8221

anelson@auburncc.org

Course Schedule

First Year Schedule: 8:15am to 10:53am

Second Year Schedule: 11:00am to 2:28pm

Course Credits:

This is a Tech Prep Program. Students have the potential to earn credits of Lakeland Community College Credits for BUSM 1300 Introduction to Business; ITIS 1005 Computers & Information Programming & BUSM 1620 Introduction to Entrepreneurship. Additionally, students can earn articulated credits for Microsoft Certifications. Kent State Geauga is offering six credits: BMRT 11000 Introduction to Business and BMRT 11006 Business Computations.

Ohio College Tech Prep prepares students for high skill, high demand technical careers in a competitive global economy. Rigorous educational pathways emphasize math, science and technology and lead to postsecondary education. Students may be eligible to earn college or technical school credit for their high school coursework if they meet Tech Prep exit requirements.

Course Materials

1. Flash Drive for Saving Files
2. Three ring binder
3. Notebook paper
4. Notecards
5. Pen and pencils

Course fee: \$25

Uniform: \$38 - \$46

All fees are due by October 31, 2022. Fees will be waived for students who qualify for free and reduced meals. Accounts will be adjusted after the approval of free/reduced meal applications.

Program Scope:

Course Information

This program, designed to provide a fundamental understanding of business management, will cover managing, marketing, financing, and communicating within a business environment. Skills taught will include communication, problem-solving, decision making, economics, ethics, finance and entrepreneurship. Assignments are individual, group and project based. They will provide a solid foundation for future coursework.

Learning Outcomes:

- Demonstrate employability skills required by business and industry
- Knowledge of the basic functions needed to start and run a business
- Planning, managing and performing marketing activities
- Understanding financial management systems within a business, taxes and payroll
- Describe personnel management within a business
- Knowledge of the accounting principles of a business
- Use innovation skills to generate ideas for new products and services
- Demonstrate mastery of lesson content at levels of 70% or higher

Section 1: CAREER AND PROFESSIONAL DEVELOPMENT

- A. Explore Career Opportunities
- B. Goal Setting
- C. Job Seeking Skills
- D. Work Experience
- E. Articulated College Credit
- F. CCP Classes
- G. Industry Certifications
- H. Workplace Skills
- I. DECA

G. Location and Business Setup

- H. Management
- I. Entrepreneurship Project

Section 4: HUMAN RESOURCES AND PERSONNEL ADMINISTRATION

- A. Safety, Health, and Environment
- B. Human Resources in Business
- C. The Employment Process
- D. Compensation and Benefits
- E. Employee Performance

Section 2: DATA MANAGEMENT AND ADMINISTRATION

- A. Information Management
- B. Customer Relationship Management
- C. Records Management

Section 5: OPERATIONS AND QUALITY MANAGEMENT

- A. Quality Control and Continuous Improvement
- B. Security and Risk Management
- C. Customer Service
- D. Purchasing
- E. Retail Operations
- F. Production Operations

Section 3: BUSINESS PLANNING AND ENTREPRENEURSHIP

- A. Exploring Entrepreneurship
- B. Business Plan
- C. Identify and Meet Market Needs
- D. Market Your Business
- E. Distribution, Promotion, and Selling
- F. Business Ownership

Section 6: FINANCIAL ANALYSIS AND ECONOMICS

- A. Economics and Pricing
- B. Budgeting

- C. Planning and Tracking Business Finances
- D. Personal Financial Records
- E. Business Math
- F. Accounting

Section 7: COMMUNICATIONS

- A. Verbal/Nonverbal Communication
- B. Listening Skills
- C. Telephone Skills
- D. Grammar
- E. Business Correspondence
- F. Speaking
- G. Report Writing

Section 8: BUSINESS MANAGEMENT AND LEADERSHIP

- A. Management and Leadership
- B. Teamwork
- C. Decision Making
- D. Business Simulation
- E. Knowledge Management
- F. Management Theories
- G. Office Management Team

Section 9: OFFICE MANAGEMENT

- A. Business Law and Ethics
- B. Knowledge Management and Information Technology
 - Power Point
 - Word
 - Excel
- C. Confidentiality
- D. Operations Management
- E. Sales and Marketing
- F. Customer Relations
- G. Relationship Management
- H. Business Communications Management
- I. Compliance
- J. marketing Communications
- K. Information Management
- L. Business Applications
- M. Internal Controls
- N. Talent Onboarding and Development

Section 10: PROJECT MANAGEMENT

- A. Setting Goals and Objectives
- B. Project Requests
- C. Tracking Projects
- D. Meeting Deadlines

First Year Course(s) Description/Outcomes:

Business Foundations

Subject Code: 141000

This is the first course for the Business and Administrative Services, Finance and Marketing career fields. It introduces students to specializations within the three career fields. Students will obtain knowledge and skills in fundamental business activities. They will acquire knowledge of business processes, economics and business relationships. Students will use technology to synthesize and share business information. Employability skills, leadership and communications and personal financial literacy will be addressed.

Strategic Entrepreneurship

Subject Code: 141030

Students will use the Auburn Apparel + DTG printing business. Students will handle all aspects of the school-based enterprise, such as ordering inventory, maintain the equipment and day to day activity. They will develop skills to generate ideas for new products and services, evaluate the feasibility of ideas, and develop a strategy for marketing. They will use technology to select target markets, profile target customers, define the venture's mission, and create business plans. Students will take initial steps to establish a printing business. Students will calculate and forecasts, break-even, and sales, establishing brand, setting prices, promoting products, and managing customer relationship will be emphasized. Students will handle all aspect of the business

Second Year Course(s) Descriptions/Outcomes:

Digital Marketing and Management

Subject Code: 144015

Students will apply tools, strategies and processes to communicate digitally with targeted customers. They will create, implement, and critique online advertising, email marketing, websites, social media, mobile marketing, search-engine optimization, video or images and podcasts/webcasts. Students will apply project management techniques to guide and control digital communicating efforts. They will also create and repurpose content for use in digital environments. Technology, employability skills, leadership and communications will be incorporated in classroom activities.

Office Management

Subject Code: 142005

Students will apply techniques used to manage people and information in a business environment. Students will learn to build relationships with clients, employees, peers and stakeholders and to assist new employees. They will manage business records, gather and disseminate information, and preserve critical artifacts. They will also examine contracts, internal controls and compliance requirements. Business office tools and applications will be emphasized. Outlook and PowerPoint will be emphasized.

Auburn Certificates

Auburn Career Center provides an extended curriculum for our eleven participating school districts. Students attending Auburn Career Center may earn multiple elective and academic credits each year. Following successful completion, these credits are certified by the high school in which the student is enrolled. High school students can also earn several college credits while attending Auburn Career Center.

In addition to earning academic credit toward graduation, students may earn the following certificates of achievement from Auburn Career Center:

- Honors
- Distinction
- Completion
- Merit

These certificates are awarded at the Completion Ceremony and placed in the student's portfolio. See APPENDIX for additional information on certificates.

Additional Certificates:

- Industry Certification
- Microsoft Office Specialist Expert
 - Outlook
 - Power Point
 - Word
 - Excel
- Customer Service and Sales Certified Specialist

Instructional Philosophy

I believe that each student is a unique individual who needs a secure, caring, and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically, and socially. It is my desire as an educator to help students meet their fullest potential in these areas by providing an environment that is safe, supports risk-taking, and invites a sharing of ideas. There are three elements that I believe are conducive to establishing such an environment, (1) the teacher acting as a guide, (2) allowing the child's natural curiosity to direct his/her learning, and (3) promoting respect for all things and all people.

Assessment Plan

Students will be assessed in the following ways:

1. Projects (group and individual)
2. Individual or Group Presentations
3. Hands-on participation
4. Employability and professionalism
5. Assignments
6. Quizzes and Tests

Expectations:

Research and other projects will require the students to use the internet often. Please be sure you are aware of the ACC's Acceptable Use Policy in the student handbook.

Grading Policies

Grades will be based on total points. These points will be allotted for daily classwork, projects and the occasional quiz and tests. Grades will be based on the following scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Employability Skills

In addition to the discipline guidelines presented in the Student/Parent Handbook, BMT students have the opportunity to earn up to five points per day for employability skills. To earn these points first they must be dressed appropriately in their full career wear as stated in this syllabus. Secondly, they must act in a professional manner following the guidelines established in this syllabus. And last, they must complete the daily objectives. Any variation in meeting these requirements will result in the loss of the points for that day. Behavior and preparedness are an essential part of a student's success at Auburn.

To earn employability points in class, students are to:

- ✓ Speak/Think Positively – Utilize outstanding communication skills
- ✓ Keeping excellent attendance – Be dressed and ready for class
- ✓ Follow Directions – Use computers, calculators or mobile devices in an appropriate manner
- ✓ Be a Team Player - Have tolerance, respect, and concern for others
- ✓ Demonstrate Excellent Work Ethic – Be in class, on time, ready to begin, focused on task at hand
- ✓ Avoid distraction from personal electronic devices
- ✓ Uphold a Safe Environment - Operate and maintain equipment properly

Course Project Based Learning Project

Project-based learning is an instructional model that involves students in investigations of compelling problems that culminate in authentic products. Projects that make for stronger classroom learning opportunities can vary widely in subject matter and scope, and can be delivered at a wide range of grade levels. Nonetheless, they tend to share defining features. Projects grow out of challenging questions that cannot be answered by rote learning. Projects put students in an active role such as: problem solver, decision maker, investigator, or documentarian. Projects serve specific, significant educational goals; they are not diversions or add-ons to the "real" curriculum.

During the first year, various project-based learning opportunities will occur. The major projects will involve starting a business from idea to pitching to investors.

During the second year, students will grow the Auburn Apparel + business along with developing marketing plans and earning certification in Microsoft Office products

Students will oversee the following:

- Budget
- Acquire quotes
- Write requisitions
- Time Management
- Inventory Control
- Marketing
- Communication

Daily Grade Rubric for Employability Skills Mrs. Nelson, MBA

20 points (5 pts each)	3 Points Each	0 Points
Attitude: Employs positive attitude (peacemaker)	Attitude: Somewhat good attitude	Attitude: Negative Attitude towards self, others, subject matter
Proper Attire: Wears program shirt and ID badge	Proper Attire: Either does not have program shirt or ID Badge	Proper Attire: Is not wearing program shirt and does not have ID badge
Cell Phone, music devices, etc.... Utilizes with permission only	Cell Phone, music devices etc.... Has to be reminded to seek permission	Cell Phone, music devices etc.... Uses without permission/texting – Distraction!
Work: Works effectively, utilizes class time effectively – Is ready and willing – Works well with others	Work: Average work, Somewhat utilizes class time, has to be reminded to get to work - Needs prompting	Work: Minimal work completed; Ineffective Refuses to work, sleeping
EXTRA CREDIT – 20 points Comes to school when home school not in session	NOTE: <ul style="list-style-type: none"> • 10 points will be deducted for being tardy • 10 points will be deducted daily for Excused absences • 20 Points will be deducted daily for Unexcused absence 	

Course Policies

Attendance

Be here to learn

Attendance is an integral part of the learning process. More than five unexcused absences within a nine week grading period or three in a six week grading period may result in loss of credit and internship opportunities.

Excessive unexcused absences may result in disciplinary action.

All statements regarding attendance, as stated in the Code of Conduct, will be followed.

IT IS THE STUDENTS' RESPONSIBILITY TO MAKE UP WORK, NOT THE TEACHER.

Assignments:

Homework

Life is full of deadlines. Students will be expected to meet deadlines as college students, employees, and citizens. High school is the time for students to learn the importance of submitting work on time.

Class assignment due dates are listed in Blackboard on a weekly basis and updated as needed. **Students are responsible to complete work as assigned.**

Excused Absences and Makeup Work. The student will be responsible for obtaining the assignments for the work missed when absent. The student will be given two days for every EXCUSED absence to makeup work. After that, work **will not be accepted**. Makeup work must be completed on the student's own time, before school, during lunch, or after school. Class time will not be given for makeup work.

Late work: Late work will necessitate a deduction of points.

Unexcused Absences. School policy states that "any work missed during an unexcused absence will not be accepted for credit". The Code of Conduct defines what is considered an excused or unexcused absence.

Embedded Academics:

Technical writing assignments and applied mathematics are incorporated into the curriculum.

Students are encouraged to read newspapers and business articles for current events

To assist in maintaining and improving writing skills, each student will be expected respond to a writing prompt every day upon entry of classroom.

Safety

Apply safety rules, regulations and procedures at all times.

Name tag must be worn for the safety of the students and staff here at Auburn Career Center. Students are required to have and display on them at all times an Auburn Career Center ID badge, which is provided free during the first weeks of school. The Auburn ID must be clearly visible and presented upon request to any teacher, administrator, resource office, or school personnel. If a student's original card is lost or stolen, a replacement ID must be purchased. The fee for a duplicate card is \$5.00.

Emergency Response

If there is an emergency in the lab or class room, inform the instructor. If the emergency involves the instructor, contact the main office by using the telephone in the Instructors office.

Pick up the phone and dial “0” for the Front Office.

Remain calm, explain the situation.

If there is no immediate answer, send someone to the nearest classroom or office and notify an adult of the incident and request additional help by calling 911.

If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.

There is the possibility of the victim going into a state of physiological shock -- a condition of insufficient blood circulation different from electrical shock -- and so they should be kept as warm and as comfortable as possible.

Classroom Exit – Dismissal

Dismissal will be by the bell

Mobile Technology Policy

Mobile phones are allowed in the classroom, however, texting or use of phone is prohibited without permission. Any phone distraction will cause loss of this privilege

Classroom Rules, Consequences and Rewards

In this classroom, I have four rules that will be in effect at all times. Students must clearly understand why rules are needed and enforced.

It's simple. I need to be able to teach, and you need to be able to learn. For both of those actions to happen we all need appropriate behavior in the classroom. I know you're familiar with following rules. You have to follow traffic rules if you want to drive. You have to follow your boss's rules when you are at work. These rules are in place for safety reasons and to help get a job done. It's no different in this classroom. I have rules so we can get our job done here. And just as you have to follow traffic rules and rules on the job, I expect you to follow the rules in my classroom

Class Rules: Attitude – Respect – Responsibility

1. “Be Here”

1. Attendance is Important and is a crucial element in a student’s final grade
2. If you are not in class you will likely get behind.
3. If you are absent, it is the student’s responsibility to find out what was missed.
4. If you are absent on the day of a test, you will have as many days missed to make up the test

2. "Be Prepared"

1. Have a pen or pencil and paper with you every day.
2. Keep all backpacks and purses and all valuables in your locker.
3. Follow directions. This means that when I give any direction to you such as open your books, or take out your paper and pencil, I expect you to follow the direction IMMEDIATELY. We have lots to do in this class, and I don't want to waste any of your time or mine asking you over and over again for something to be done. When I give a direction, I expect you to follow it!

3. "Be Respectful"

1. Please do not interrupt or disrupt other students' learning opportunities.
2. Keep your hands, feet, and objects to yourself.

4. "Be on Task"

1. Plan to spend class time on class work and be on task for the entire class period.
2. When the bell rings, you may quit working and gather your materials.
3. Please do not leave your seat until I tell you that you are dismissed.

Auburn Marketing and Business Application Students are to:

- Speak/think positively
- Follow directions
- Obey classroom rules & procedures
- Assume good will
- Be a team player
- Have tolerance, respect, and concern for others

CTSO

DECA – District 8



DECA has 170,000 high school members in 5,000 classrooms in 3,200 schools across the world who are preparing for careers in marketing, finance, hospitality, management and entrepreneurship.

You'll have the opportunity to become an academically prepared, community oriented, professionally responsible, experienced leader through participation in DECA activities at the local, chartered association and international levels.

From community service projects, competitive events, educational conferences, leadership positions, networking and social media, you'll attain the knowledge and skills you need to be college and career ready.

Mission Statement

DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.

Guiding Principles

Our guiding principles explain how we fulfill our mission by addressing what we do and the outcomes we expect.

APPENDIX

AUBURN CERTIFICATES

Auburn Honors Certificate Requirements

- 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- Earned a 3.5 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High school diploma for Seniors

Auburn Distinction Certificate Requirements

- 93% Attendance rate for two years at Auburn (no more than 26 days over two years)
- Earned a 3.0 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High School Diploma for Seniors

Auburn Merit Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's Career Field

Auburn Completion Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program

Articulation Agreements

Auburn Career Center and the Marketing and Business Applications Program have an Articulation agreement between the following Schools

○ Lakeland Community College

○ 11 Credit Hours

✦ BUSM 1300 Introduction to Business	3 Credit Hours
✦ ITS 1510 Microsoft Office Word	3 Credit Hours
✦ ITIS 1520 Microsoft Office Excel	3 Credit Hours
✦ ITIS 1540 Microsoft Power Point	2 Credit Hours

○ Kent State University

○ 6 Credit Hours

✦ BMRT 11000 Intro to Business	3 Credit Hours
✦ BMRT 11006 Business Copulations	3 Credit Hours

Criteria to receive articulation:

- Completion of a state approved College Tech Prep program
- Achievement of “B” or better in the Marketing and Business Application Program
- Completion of the admission process within 12 months of High School Graduation
- Completion of the College’s Tech Prep Articulated Credit Process

BUSINESS PARTNERSHIPS AND STUDENT INTERNSHIPS

The Business Partnership program is an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. During the program, students will apply academic, employability, and technical skills in the workplace. There are three levels students can participate in including:

- Internship
- Mentorship
- Career Field Experience

Students must meet specific criteria in order to participate. Additional information is available in the Auburn Student/Parent Handbook.

CAREER SAFE PROGRAM/OSHA 10-HOUR GENERAL INDUSTRY TRAINING

Description of Program

The OSHA Outreach Training Program for General Industry provides training for students, entry level workers, and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to

ensure that workers are more knowledgeable about workplace hazards and their rights. Each module contains a brief assessment, which must be successfully completed before the student can move on to the next module. Once all modules have been viewed and the corresponding assessments are passed, there is a comprehensive final assessment.

Purpose

The purpose of the program is to provide students with basic safety awareness training so they will be able to recognize, avoid and prevent safety and health hazards in the workplace. Young workers develop a safety mindset and acquire marketable skills for a competitive edge.

Credential Earned

Students who successfully complete the CareerSafe OSHA 10-Hour course receive an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute (OTI). As a result, they become more employable, gaining a competitive advantage in the job market.

College Credit Plus

- College Credit Plus replaces Ohio's Post-Secondary Enrollment Option program
- CCP was established as a way for high school students to earn credits through institutions of higher education.
- Qualified high school students may experience coursework at a college or university level while still in high school.
- A student admitted to a course by an institution of higher education will be expected and required to perform at the same level as the institution's regular students.

College Credit Plus Requirements

- Student must be enrolled in both college and high school
- Student to earn transcript college and high school credit upon successful completion of course
- Attend one (1) of the CCP programs provided by the district
- Must meet college requirements for entrance
- Complete the CCP "Intent to Participate" form
- Receive an eligibility score on the ACT, SAT, or Compass per the chart below:

College Credit Plus Benefits

- Students can take courses not offered in the high school and/or take more advanced courses
- Provides opportunities for students to study "in-depth" areas of special interest or need
- Allows students to receive both high school and college credit while still in high school
- Reduces college costs while earning high school and college credit
- Students experience college-level work/life prior to making final decisions for the future

College Credit Plus Risks

- Possible effect on GPA and class standing if the course is not completed successfully
- Financial obligations become the parent/student's responsibility if the student is withdrawn from the class after the identified grace period or if the student fails the class

- Vacation days at the home school and Auburn Career Center may not coincide. CCP classes may be in session while the home school is on vacation

College Credit Plus Grading

- Any disputes between students and local boards of education regarding high school credits granted for college work may be appealed to the State Board of Education whose decision is final.
- Student records must reflect evidence of successful completion of each course for high school credit to be awarded.
- The student's permanent record shall indicate the college and the courses taken for high school credit and the number of credits to be awarded.
- The grade shall be included in the calculation of the student's total grade point average as though the course were being taken in high school.

Student Support Services:

- Special Education Department: Intervention Specialist.
- Student Services: Counseling and Career Development Services.
 - You can make an appointment to see a counselor or recruitment specialist by visiting the Student Services office.

Simplicity

It is with great enthusiasm that I want to announce an opportunity for students to participate in an on-line job match software program. The online job match software, Simplicity, allows students to develop an online profile and to upload a resume and cover letter in order to apply for employment. Once students choose to apply to job opportunities posted by local employers interested in Auburn students, those employers can contact students directly for interviews. If you would prefer your son or daughter not to participate in our on-line job board or at in school job fairs, please contact the high school office or send in a note.

TECHNOLOGY LITERACY PROGRAM

Description of Course

Technology Literacy is offered to first and second year students at Auburn Career Center. In the first year, the course provides an overview of the basic fundamentals of working with computers. Students will study computer basics such as computer hardware, software, and operating systems. The course introduces basic use of Windows 10 and productivity programs such as Gmail and Microsoft Office 2019 including Word, PowerPoint, and Excel. Students will also begin to use and navigate e-learning environments using Schoology, Internet navigation, and ever-changing technology will also be overviewed within the course.

In the second year, students focus on creating a portfolio that showcases their work over the last two years at Auburn. It includes their resume, three references, a cover letter, a transition plan and samples of the projects they have completed. Also included are the certificates they have earned in their program of study.

Purpose

The purpose of the Technology Literacy course is to provide students with the basic knowledge of working with computers in ways beneficial in their career paths of choice. The course will give them an overview of online communication, email, word processing, spreadsheets, presentation programs, internet navigation, computer security and our technologically evolving world.

Mastery Learning

Grades in the Technology Literacy course will be based on Mastery Learning. Students will be required to achieve 80% on each assignment. Additional attempts will be provided if the 80% benchmark is not achieved.

FINANCIAL LITERACY PROGRAM

Financial understanding is a competency requirement in the Marketing & Business Applications coursework. Students will learn financial goal setting, borrowing, budgeting, and spending. Through weekly assignments, simulations, and other activities, the financial education students receive will help to prepare students for monetary success post-graduation.

All grades will be assigned accordingly based on the completion of assignments and participation. All student accommodations will be met.

Auburn Career Center – Marketing and Business Applications

Syllabus Agreement

After reviewing the Marketing and Business Applications Syllabus, please sign and return this agreement page to the Marketing and Business Application instructor

I have read and understand all of the information included in the Auburn Career Center Marketing and Business Applications Syllabus.

Student Name: _____
(Please print)

Student Signature: _____

Date: _____

Parent/Guardian Name: _____
(Please print)

Parent/Guardian Signature: _____

Date: _____