

Introduction to Business #3280

Course Expectations

Mrs. McConnell

Course Description

This one-year course is designed to introduce students to the world of business, including the concepts, functions, and technology skills required for meeting the challenges of operating a business on a local, national, and international scale. Students will also learn concepts related to personal finance, entrepreneurship, international business, and how technology impacts each of these strands. This course will fulfill one of the elective credits required for graduation.

Course Objectives:

- To develop an understanding of American business organization, social responsibilities, concepts, and terminology.
- To recognize the significance of global business activities in today's society.
- To develop an understanding of basic economic principles and the impact of economics in making business decisions.
- To develop an understanding of technology and its impact on the global economy.
- To differentiate among various types of business structures such as sole proprietorship, partnerships, and corporations.
- To explore the major components and functions of a business including accounting, finance, human resources, management, production, purchasing, and sales and marketing.
- To develop skills in handling personal finances through the introduction of banking and credit services and investment options.
- To explore personal and business insurance programs as components of risk management.
- To develop interpersonal skills critical to the job interview process.
- To identify and incorporate current business trends and events into daily activities.
- To develop an appreciation for the contribution of modern communication and technology.
- To explore current job markets, career opportunities, and work ethics.

Course Materials

The primary textbook for this course is *Intro to Business, Sixth Edition*, 2006 published by Thomson South-Western.

Note: Students who wish to check out a copy of the textbook may do so at any time during the school year. Students who lose or damage a textbook will be responsible for recovering the cost for that particular text.

Course Outline

Semester 1

Business Organization
Economic Principles
Business Structures
Planning a Tax Strategy
Business Careers
Technological Impact
Business Trends
Communications/Technology

Semester 2

International Trade
Business Functions
Employer/Employee Relations
Management
Production
Personal Finance
Insurance
Business Careers
Interview/Interpersonal Skills

Grading Policy

Explanation of Student Grades:

A	90% - 100%	Excellent
B	80% - 89 %	Above Average
C	70% - 79%	Average
D	60% - 69%	Below Average
F	Below 60%	Failing

Category weights:

Tests and Quizzes – 30% of quarter grade

Homework and Projects – 30% of quarter grade

Class work – 30% of quarter grade

Participation – 10% of quarter grade

Criteria for arriving at semester grades:

Quarter 1 or Quarter 3 = 45%

Quarter 2 or Quarter 4 = 45%

Semester exam = 10%

Semester Grade 100%

Citizenship Grade:

O Outstanding

S Satisfactory

N Needs Improvement

U Unsatisfactory

A student's citizenship grade will be based on behavior, courtesy, promptness, and preparation. Any student caught cheating or plagiarizing another student's work will receive a zero for that assignment and a "U" for Citizenship.

Course Information

Homework:

Homework may include reading assignments, writing assignments, vocabulary assignments, projects, or reinforcement and enhancement activities.

Homework will be assigned throughout the school year and must be turned in at the beginning of the period in which it is due unless specified otherwise. Homework that is not submitted at the beginning of the period in which it is due will be considered late and will be penalized. Assignments will be penalized 10% for each day that they are late for up to 5 days. Assignments more than 5 days late will not be accepted, and the student will receive a zero on that assignment.

Multiple page homework assignments **must be turned in stapled**. We will not spend the first five minutes of class waiting for students to staple papers. Your assignment should be fully prepared to be turned in when you arrive in the classroom.

Tests and quizzes will be administered throughout the course of study to ascertain students' development as well as the effectiveness of the teaching system being employed. Varieties of assessments may include objective tests, essay tests, oral tests, projects, and/or presentations.

Class Assignments/Homework

All assignments must be completed in black or blue ink unless specified otherwise.

Properly label all assignments in the ***upper right hand corner***:

First and last name

Course title and period

Assignment title

Date

Example:

James Adams

Introduction to Business Period 2

3-Column Vocabulary

16 September 2008

Make-up work:

Students should check the assignment calendar (before or after class) or online, if applicable, on the day of their return from an absence. All related handouts and assignments should be retrieved from the make-up file bin. Students who have questions about assignments given during their absence should notify me (before or after class) and schedule an appointment to receive assistance. Do not discuss make-up work once class has begun and the day's activity is under way.

It is solely the student's responsibility to gather any missed assignments and complete them. Make-up work must be submitted with a make-up work submission ticket stapled to the upper right hand corner of the assignment.

Students will have **3 days to make up any missed regular assignments or exams**. However, any homework assigned **prior to an absence is due the day the student returns to class**. If a student misses an exam, he or she must initiate contact with me to schedule an appointment to make up the missed exam.

Make-up Policy (major tests/exams)

Students who are absent (approved or unapproved) on the day of a previously announced major quiz or test must be prepared to take the missed test or quiz immediately upon return from the absence (during class). If students are not given the opportunity to make up the exam during the immediate class period following an absence, the student will have three days to schedule an in-class or after-school examination period. In order to ensure fairness to all students, no additional study time should be extended for students who are absent on major test days.

Late Work – Major Projects/Assignments:

A project or major assignment is defined as any assignment whose total point value approaches 10% of a single quarter grade. These types of assignments have "hard" due dates. Students should utilize all means available to turn in projects on time (specified date/time), including delivery by friends or relatives. Major projects, assignments, and essays are due at the beginning of the period. Major projects, assignments, and essays not turned in at the beginning of the appropriate period BUT received by the instructor by 1:16 p.m. are considered late but will only receive a 10% penalty.

1 day late (excused or unexcused): 25% of the total possible points deducted

2 days late (excused or unexcused): 50% of the total possible points deducted

3 days late (excused or unexcused): 75% of the total possible points deducted

4+ days late (excused or unexcused): assignment will not be accepted; student receives a zero

Spelling and Grammar:

Correct spelling and grammar will be an important consideration in all written work at Coronado High School.

Required Daily Supplies

- Pens (black or blue ink)
- #2 Pencils
- Highlighter
- Loose-leaf Notebook Paper
- Cougar Planner
- 3 Notebook Divider Tabs
- Textbook (covered)
- Stapler
- Ruler
- A basic financial calculator will be helpful for some assignments.

Class Notebook

Each student is required to have a three-ring binder with a section devoted to Introduction to Business. Notebook divider tabs must be used to create the following three sections:

(1) *Vocabulary*

(2) *Notes/Handouts*

(3) *Work in progress.*

Notebooks will be randomly and periodically checked for completeness and organization. Notebook checks may be an in-class assignment grade.

Classroom Behavioral Expectations

In order for all of us to accomplish our goals this year, some sense of order must be maintained. Therefore, all students must abide by the following guidelines and procedures:

- All **Coronado High School/CCSD policies will be enforced in this classroom.**
- **Cell phones or any electronic device must be stored out of sight during the entire class period.**
- **Do not talk while I am talking, and do not interrupt other students when they are contributing to the class discussion.**
- **Keep the classroom neat and clean.** Throw away all trash before leaving, and return any textbooks to the appropriate bookshelf.
- Absences and tardies will be dealt with according to Coronado High School's attendance and tardy policies. Attendance is extremely important. On the eleventh unexcused absence, students will lose credit. Students must continue to attend class for no credit; truancy will result in referral to alternative placement.
- Students must remain in their assigned seats unless instructed otherwise by the teacher.
- Use the pencil sharpener *before* the last bell rings.
- If you would like to speak, raise your hand and wait to be acknowledged.
- Inappropriate language will not be tolerated.
- Be prepared - have your supplies with you every day.
- Sleeping in class is not acceptable.
- Disrespect to the teacher or another student will not be tolerated.
- Food, gum, or beverages (except water) are not allowed in the classroom.
- You should be in your assigned seat and working on the daily warm up activity by the time the final bell sounds.
- The teacher, not the bell, dismisses class. Avoid "packing up" before class ends. Please do not congregate by the door before the bell rings; stay in your seats.
- Students will remain in class the entire period. Passes will be given only in emergency situations. Remember to use the restroom between classes so that you do not miss vital instructional time.

To maintain fair and consistent treatment for every student, a behavior management plan that is progressive in nature will be used throughout the school year. The following procedures will be followed in dealing with student misconduct:

- **Verbal warning**
- **Teacher/Student conference**
- **Parent/Guardian contact**
- **Referral to the Deans' Office**

NOTE: *Students whose behavior is considered extremely disruptive or disrespectful will be sent immediately to the Deans' Office.*

Academic Dishonesty (Cheating/Copying/Plagiarism):

Plagiarism, the use of another's ideas or words without properly crediting your source is unethical, academically dishonest, and illegal. At many colleges, plagiarism can result in a student being expelled from school. Be certain you know what constitutes plagiarism. It will not be tolerated in this class and will result in an automatic (0) zero on the applicable assignment and a "U" in Citizenship for the quarter. While the advent of the Internet has made plagiarism easier for students to perpetrate, it has also made it easier for teachers to catch. All outside writing assignments at Coronado High School will be submitted via Turnitin.com, a software program that checks for plagiarism.

In addition to a zero tolerance policy on plagiarism, I would like to make it clear that the following policies will prevail in our class:

Students are expected to do their own work. Any evidence of copied work or cheating in any way will result in a (0) zero on that assignment, test, or quiz for all parties involved and an Unsatisfactory in Citizenship for that quarter.

It is impossible for a teacher to know the subject of a conversation that occurs during a quiz or test; therefore, any talking that occurs during a quiz or a test, whether related to the subject matter or not, will result in a grade of (0) zero for all parties involved.

Parent/Teacher Contact

If at any time a student has questions or needs extra help, he or she is encouraged to contact me, and I will do my best to accommodate his or her needs. If parents/guardians have questions or concerns, the best way to contact me is by e-mail at emmccconnell@interact.ccsd.net.

IMPORTANT: Please fill out, sign, and return the next page to me.

