

BUS100: Business Technology & Concepts

Room 12

Instructor: Ms. Rhodes

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Text: Introduction to Business. Brown, Clow, and Brown. Glencoe, 2006.

Supplementary Materials:

Students are also encouraged to read newspapers while in this course, and throughout their lives. There will be times during this course that students will be asked to bring sections of a newspaper to class for learning purposes. I will also provide copies of the *Wallstreet Journal Classroom Edition*.

Course Description:

Introduction to Business is designed to assist students in becoming successful in two real-life applications: personal use of business principles and career-related business knowledge. This course will provide students with skills in decision-making and a basic knowledge of several business-related fields.

Course Goals and Objectives

- Understanding substantial business terms and terminology
- Applying business principles in dealing with a variety of mathematical circumstances.
- Understanding the impact of business decisions from a global perspective.
- Understanding the importance of ethics and ethical behavior.
- Identify and apply appropriate teamwork strategies to ensure successful team
- Using business office software to complete management and marketing documents

Class Materials Needed:

- Three-ring binder (or a section of a binder dedicated to this course), loose-leaf paper, writing utensil, and calculator (calculator will be necessary periodically).

Assessment

Homework: Homework will be assigned periodically throughout this course as a means of learning as well as evaluation. It is the student's responsibility to find out what he or she has missed. Penalties will be assigned for late work. Some assignments will not be accepted after the due date.

Tests: Tests and quizzes will also be a tool used to assess learning in this class. Tests will be taken at the end of each chapter and unit. Quizzes may or may not be announced.

Retakes: During each quarter, students have the option of retaking a test for a better score. The previous test and new test will be averaged. Retake test must be completed within a week of the original test and before the quarter ends.

Projects: Both individual and group projects will be periodically assigned for this course. Group projects will include a peer assessment from group members in addition to the teacher assessment.

Semester Exam: A comprehensive semester exam worth 20% of the student's grade will be given.

Business Habits: Since the goal of this course is to give students an understanding of the business world, I expect my students to act professionally. Students will be given a grade based on his or her business habits. (Attendance, tardies, missing work, late work, class participation.)

Attendance: Regular attendance in this course is critical to success.

Extra credit: Review exercises can be completed for up to 2 points extra credit for each chapter. (See teacher website) A box of Kleenexes (Extra-Credit Limit 1 per quarter)

Extra help is available before school, after school, or during advisement. Extra help will always be provided when the student makes an appointment.

Classroom Expectations

- It is the student's responsibility to find out what work they have missed.
- Students who do not arrive at class prepared (with paper, pencil, book, workbook etc) may receive a grade penalty for participation.
- PASSES to use restroom or drinking fountain are a privilege that will be taken away if abused.
- NO FOOD, DRINK, or GUM should be brought into the room. Students are allowed to bring water in a clear container. This privilege will be taken away if it is abused.
- All students must cooperate with and facilitate in the learning process of others as well as attempt to gain the most benefit in their own learning.
- Because of the nature of this course, class discussion and cooperative groups will be heavily relied upon as a means of learning.
- In addition to the school district's policies on classroom etiquette, students will be expected to act professionally and compassionately in this classroom.
- APPROPRIATE DRESS as described in the Student Handbook will be required at all times. Inappropriately dressed students will be sent to the office.
- Other expectations may become necessary throughout the year.

