

Introduction to Business  
Semester 2, 2016

Instructor Name:	<i>Mrs. Bauerly</i>
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Office Hours:	<i>Before school: 7:30am</i> <i>Prep hour: 1<sup>st</sup> hour</i> <i>After school: 2:50-3:45</i>

**Required Text and Supplies:**

*Textbook: Entrepreneurship Building a Business*

*Notebook/folder*

*Pens/Pencils*

*Flash drive*

**Course Description:**

This basic business course is designed to acquaint students with the major activities associated with a business. Students will gather a basic understanding of general business, economics, entrepreneurship, business communications, and government's role in business. Overall the course gives students a broad exposure to business operations and a solid background for additional business courses.

**Course Objectives:** (National Business Education Association Standards)

By the end of this course you will be able to do the following:

- Recognize that entrepreneurs possess unique characteristics and evaluate the degree to which one possesses those characteristics.
- Analyze customer groups and develop a plan to identify, reach, and keep customers in a specific target market.
- Apply economic concepts when making decisions for a business venture.
- Use financial concepts when making decisions for a business venture.
- Establish and maintain appropriate financial records to make business decisions.
- Develop a management plan for a business venture.
- Analyze the effects of cultural differences and trends in the global marketplace.
- Analyze how forms of ownership, regulation and business ethics affect business ventures.
- Develop a small business plan.

**Grading Scale:**

<b>A</b>	100-94
<b>A-</b>	93-90
<b>B+</b>	89-87
<b>B</b>	86-84
<b>B-</b>	83-80
<b>C+</b>	79-77
<b>C</b>	76-74
<b>C-</b>	73-70
<b>D</b>	69-60
<b>F</b>	<60

## **Class Policies:**

**Participation:** Participation is mandatory. You have a difficult time passing this class if you do not participate. Participation includes complete in and out of class work, adding to class discussions, and asking/answering questions.

**Instructor's Expectations:** This is a high school course. As such I expect that you will take the course seriously and behave in a mature manner. This means you are expected to:

1. Be prepared. You must complete the readings and assignments. If you are unprepared to participate your grade will be negatively impacted.
2. Participate. You must ask questions, participate in activities, and practice in order to be successful.
3. Be respectful. At times our discussions may find people disagreeing over views. This is a healthy part of discourse. Please make sure to maintain a respectful tone. I do not allow students to use any derogatory language in my classroom. It is disrespectful and rude.
4. Use proper English. Different environments call for different forms of language. The way you speak in class should be more formal than the way you speak when hanging out with your friends. This is good practice for when you are in the workforce.

**Behavior Policy:** As high school students I expect you to require very little redirection with regard to behavior. If you are violating any of the above expectations or creating an environment that is unsafe or is distracting to others who are attempting to learn you will be given a warning. If your behavior is keeping others from learning you will be asked to go to the office. Your parents will be notified of significant behavior issues. I sincerely hope I can focus all parental communication on positive achievements rather than behavior issues.

**Late Work Policy (fill out late work form):** If you have an excused absence the day an assignment is due you are expected to turn in the assignment within 2 days of your return for full credit. Major papers or projects can be turned in late but will lose 10% for every day that they are late. Something is considered late if it is not turned in with the rest of the class when it is asked for. Quizzes and tests can only be made up if you have an excused absence. They are to be made up the day that you return. You should contact me first thing in the morning to figure out when you can come in- you cannot miss another class to make up a test. Please come in during study hall or before/after school to make up your time.

## **Business Education Academic Dishonesty:**

Academic dishonesty includes, but is not limited to:

1. Cheating on a test through the use of concealed answers, or copying another student's work.
2. Copying an assignment or worksheet, or sharing information about an assignment or test.
3. Offering to another student the answers to an assignment, worksheet, or test, whether solicited or not, in written or verbal communication.
4. Lying to a teacher about academic activities.

Consequences may include, but are not limited to, having to redo the assignment or receiving a "0" on the assignment.

## **Contacting the Instructor:**

E-mail is the best way for you to contact me outside of my office hours. Please make sure to include in the email's subject line your full name, first and last, as well as the class name and time. For example, John Smith Econ 3<sup>rd</sup> hour. You should maintain a mature tone. Please include a salutation, for example, Dear Mrs. Bauerly. Use complete sentences and refrain from text speak. Make sure to end your email with a closing and your full name. If we engage in an email conversation following the first email you may omit the salutation and closing but should continue to maintain an academic tone.

**Technology & Technology Skill Requirements**

In your future careers or at college you will most likely be required to use computers on a daily basis. To that end we will be using computers daily to achieve our goals. This will include Microsoft Office, internet access, required websites for the course, etc. You may find it helpful to have a flash drive to organize your files. We are very lucky to have access to this technology; please be respectful of school property.

**Final Thoughts:**

You will notice there is an emphasis on personal responsibility in this course. As you are getting older your responsibilities will increase. You must pay attention to due dates and make sure you are consistently attending class in order to be successful. My hope is that in addition to learning the content you will learn and master valuable life skills that will serve you forever. My goal for this class is for everyone to be successful. Please do not hesitate to ask for help if you need it. I'm excited to get to know you and to have a fun and engaging year