

INTRO TO BUSINESS
2015-2016 COURSE SYLLABUS
Assignment Code 12051

INSTRUCTOR: Kristina Sage <http://ks091.k12.sd.us/>

TEXTBOOK: Entrepreneurship
Prentice Hall, 2010
Law for Business and Personal Use
South-Western Publishing Co., 2000

Course Description

Intro to Business is a year-long course that will include Business Law and Office Procedures. The class will introduce students to the impact that business' have on students' everyday lives. This information will help the students to make good economic decisions based on their social responsibilities and business ethics. Students will study human resources in our economy and steps to succeed in the world of work. The students will also learn lifetime skills such as: opening a checking account, starting a savings program, fundamentals of credit, and risk management.

Topics Covered:

- Role of Business
- Economic Systems
- Forms of Business
- Fundamentals of Contracts
- The Court System
- Ethics in our Law

Prerequisites: None
Length: Two Semester Course – 50-Minute period
Grade Level: 10-12 Grade

Instructional Philosophy

Students will develop decision-making abilities by using a step process. During the course, students will understand their role of citizens in our economy. Students will understand the fundamentals of credit and insurance. Students will work individually, with partners, and in small groups in order to improve leadership and cooperative skills. Students will identify the important present-day and future functions technology fulfills in our economy. Students will be expected to display good work habits, positive attitudes and respectful human relations.

Core Technical Standards

BUS.1.1 Explain the nature of economics and economic activity.
BUS.1.2 Explain the role businesses play in society.

- BUS.1.3 Describe the different types of economic systems.
- BUS.2.1 Identify the different forms of business organizations.
- BUS.2.2 Analyze the different management styles and discuss human resource procedures.
- BUS.3.1 Demonstrate marketing principles involved in daily business operations.
- BUS.3.2 Describe the role technology plays in the daily business operations.
- BUS.3.3 Explain the financial process needed to start and operate a business.
- BUS.4.1 Demonstrate the importance of a consumer in the global economy.
- BUS.4.2 Explain the processes involved in financial planning.
- BUS.4.3 Examine available banking services and credit options.
- BUS.4.4 Explain savings and investment options to meet short and long term goals.

Major Course Projects and Assignments

Excel Spreadsheet: Creating spreadsheets based on financial statement information.

Simulations: Students will complete small simulation projects on planning travel using the Internet, the use of credit and types of insurance

Presentation: Students will research a topic from the current unit and create a PowerPoint presentation on the subject.

Tests and quizzes: Objective quizzes and problem tests will be given weekly. Comprehensive semester exams will be given at the conclusion of each semester.

Assessment Plan and Grading Scale

Students will be graded on the following items: tests, quizzes, tasks, projects, and presentations. The grading scale is based on the school district's grading policy.

Grade	Scale	Description of Work
A	94-100%	Consistently demonstrates an exceptional level of quality and effort. Having all work in on time and completed to exceed expectations. Mastery in evaluating, synthesizing, and applying the knowledge.
B	86-93%	Consistently demonstrates proficient knowledge with a good effort and quality of work. All assignments are complete and on time. Demonstrates the ability to evaluate, analyze, synthesize and apply the principles.
C	77-85%	Demonstrates proficient knowledge and the ability to apply knowledge. Work shows average effort. A few assignments may be missed or late.
D	70-76%	Work shows minimal effort and some assignments are late. Demonstrates a basic understanding of recalling or comprehending knowledge
F	Below 70%	Understanding is below basic. Work is of poor quality and does not meet standards or expectations.

Make-Up Work

Students will be allowed five school days to turn in make-up work. Students are expected to be responsible about asking for the assignment. Students will also have the opportunity to re-do assignments that receive a failing grade. Special circumstances are at the discretion of Mrs. Sage.