

Business Essentials
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Room 122

Course Description

Business Essentials will introduce students to realistic business and finance principles by examining fundamental economic concepts, the business environment, and primary business activities. Through workplace scenarios and problem-based learning, students will explore business ethics, customer relations, economics, financial analysis, human resources management, information management, marketing, operations, and business technology.

What will we learn in Business Essentials?

- Ethics in business.
- Economic systems and the role of business in society.
- Business management and operations activities.
- The importance of marketing in a global economy.
- Information systems and the effects of technology on business.
- Workplace expectations, employment laws, job search techniques and the job advancement process.

What is the final assessment for the course?

The final exam grade for Business Essentials will in the form of a CTE State Assessment. The post-assessment will be a 100-item multiple choice test administered at the end of the course and will cover concepts discussed throughout the semester.

❖Students may not exempt a CTE exam under any circumstances.

Classroom Materials

- Binder/folder for course handouts (can include other courses)
- Pencils and pens (blue or black pens ONLY)
- flash drive - (optional as a document backup). *Students are asked to save files on GCS OneDrive or other cloud option accessible from any computer/location but additional backups for work is suggested.*
- **(Wish List Items)** Kleenex contributions for the classroom is greatly appreciated!

Grading

Daily Work/Homework	40%	A.....90-100
Tests/Projects	45%	B.....80-89
Quizzes	15%	C.....70-79
		D.....60-69
Final Exam	20% (of cumulative grade)	F.....0-59

Accountability

Cheating will not be tolerated. If a student is caught cheating or allowing another student to copy or turn in his or her work, BOTH students will receive 0 (zero) credit for the assignment. Work with integrity. You learn by doing your own work!

Attendance

When a student misses instruction, they will be provided a meaningful opportunity to learn missed content via missing graded work, tests, instruction, etc. Upon returning from an absence, make-up learning must be completed within 2 school days plus the days missed (e.g. 3 days absent equates to 5 school days to complete missed learning) with the maximum amount of time being 15 school days. A student's failure to complete the makeup learning after the teacher has made adequate effort to coordinate the makeup process with the student and a reasonable time has passed, the student's zero will remain. Please note the FULL attendance policy on the course homepage.

Assignments/Testing

Assignments are to be completed and submitted on the due date. All submissions, electronic or hard copy, should include the student name and assignment name as appropriate unless otherwise instructed. Instructions will be provided on where and how to save assignments. Tests and quizzes will primarily be *online* as well as Internet-based activities such as quia.com, Journaling Essential Questions, True-False / Multiple-Choice, Lesson and Unit Summary Assessments.

It is crucial to stay current on assignments and students should get in the habit of turning assignments in on time. The maximum grade for an assignment is deducted by **one letter grade for each day** an assignment is submitted after the due date. Assignments submitted more than a week past due date will not be graded.

Attend class regularly and make up any work missed while you were absent. **MAKE-UP WORK IS THE RESPONSIBILITY OF THE STUDENT.** Any work missed should be made up within 2 school days plus the days missed (e.g. 3 days absent equates to 5 school days to complete missed learning) with the maximum amount of time being 15 school days.

NOTE: Students may not exempt a CTE Final under any circumstance.

Interim Reports

Interim Reports will be issued every three to four (3-4) weeks or as instructed by the principal. In addition, parents will be notified periodically if your child is in danger of failing this course.

Tutorials

I am available for tutorials Tuesday mornings 8:00-9:00. Please contact me if you need to schedule tutorial time.

Student Expectations

1. Be ready for class when the bell rings. We will start promptly, and attendance taken at the start of class.
2. Students should log into Canvas daily. Weekly and daily agendas will be posted on the course page as well as in the classroom.
3. Restroom visits should occur between classes. In the event a student must go to the restroom during class, they must leave their cell phone in the designated area and may retrieve it upon their return.
4. Put cell phones and other mobile devices away **BEFORE** the class begins. During class, students should not be listening to **music, or browsing other sites** unless approved by the teacher for assignment purposes.
5. Actively listen and participate! Students are expected to take an active part in the learning environment. (If questions are not asked, I am to assume it is understood.)
6. Be respectful to all participants in your classroom.
7. Abide by Guilford County Public School System bylaws outlined in the Student Handbook.
8. Respect yourself and others.
9. **HAVE A POSITIVE ATTITUDE!**

I LOOK FORWARD TO A GREAT SEMESTER!

Please call or e-mail if you have any questions/concerns regarding your student's performance.

Course Standards BF10 Business Essentials

<u>Standard/ Obj #</u>	<u>Standard/Objective</u>	<u>Course Weight</u>
Unit 1	Understand ethics.	8%
1.01	Understand the nature of ethics.	3%
1.02	Understand the reasons for ethical dilemmas and how to recognize and respond to them.	5%
Unit 2	Understand the business environment.	26%
2.01	Understand the role of business in society.	4%
2.02	Understand fundamental economic concepts.	12%
2.03	Understand the types of economic systems.	2%
2.04	Understand the role and impact of private enterprise and small business entrepreneurship.	2%
2.05	Understand the risk factors that affect business profits.	6%
Unit 3	Understand business management.	14%
3.01	Understand the types of business activities.	6%
3.02	Understand the concept of business management, human resource management, and information management.	5%
3.03	Understand the concept of positive customer relations.	3%
Unit 4	Understand business operations.	19%
4.01	Understand the need and concept of accounting and finances in business.	10%
4.02	Understand the nature of business operations.	7%
4.03	Understand marketing and its importance in a global economy.	2%
Unit 5	Understand business technology.	16%
5.01	Understand the role of information systems.	2%
5.02	Understand the principles of computer systems.	2%
5.03	Understand the usage of basic office organization skills and usage of general office application software.	8%
5.04	Understand the effects of technology on business.	4%
Unit 6	Understand the job search process.	17%
6.01	Understand workplace expectations and what employers are seeking.	2%
6.02	Understand the rights of workers and general employment laws.	3%
6.03	Understand the need to acquire self-development skills to enhance relationships and improve efficiency in the work environment.	2%
6.04	Understand how to obtain a job through proper techniques.	8%
6.05	Understand the steps in the job advancement process.	2%



Southeast High School Grade Recovery Policy

A grade recovery option will be available to students who are failing the course at the end of 1st quarter (Fall semester) and 3rd quarter (Spring semester). Grade recovery provides failing students the opportunity to demonstrate proficiency on 1st/3rd quarter course standards to improve their quarter grade to a 60. The work assigned will be tailored to ensure that students can demonstrate proficiency on standards they have not yet mastered. Grade recovery is a 10-day window (5 days before end of quarter and 5 days after the end of the quarter) for students to complete the assigned work, attend tutorials, and any other teacher required remediation. If students do not participate in grade recovery in 1st or 3rd quarter, their earned numerical grade will remain. Students should work to show proficiency in 2nd and 4th quarters of their courses to improve their final grade as there will not be a grade recovery option at the end of each semester.



Southeast High Attendance Policy 2024-25

Southeast High School believes that student attendance is a predictor for student engagement and success in the school. With that understanding, Southeast High follows the GCS Board Policy concerning student attendance (Regulation 4400-R). This policy requires students to demonstrate mastery of their learning after each missed day (excused, unexcused, quarantine).

When a student misses instruction, they will be provided a meaningful opportunity to learn missed content via missing graded work, tests, instruction, etc. Upon returning from an absence, make-up learning must be completed within 2 school days plus the days missed (e.g. 3 days absent equates to 5 school days to complete missed learning) with the maximum amount of time being 15 school days. A student's failure to complete the makeup learning after the teacher has made adequate effort to coordinate the makeup process with the student and a reasonable time has passed, the student's zero will remain.

Attendance Interventions

Blocks Missed	Intervention
4 absences	<ol style="list-style-type: none">1. Teacher contacts parent (phone call, letter, email, or home visit).2. Teacher communicates outcome with students' other teachers3. If needed, teacher follows up with data manager with working emails/numbers.4. School sends attendance letter
6 absences	<ol style="list-style-type: none">1. Teacher contacts parents, social worker, and counselor2. School sends attendance letter
8 absences	<ol style="list-style-type: none">1. Attendance Committee meets and, if needed, conference is scheduled with student and family to determine additional interventions.
10 absences	<ol style="list-style-type: none">1. School sends attendance letter2. Attendance Committee reviews interventions and determines next steps.