



# Bentonville Schools

## Intro to Business

Gateway - Jennifer Sadler

[jsadler@bentonvillek12.org](mailto:jsadler@bentonvillek12.org)

### **COURSE DESCRIPTION**

Intro to Business is a full-year course designed to develop computer skills necessary for today's technology in the workforce and for post-secondary education. Intro to Business is an in-depth study of Microsoft Office and the prevalent software used by global businesses. Applications include word processing, database management, spreadsheets, telecommunications, and presentations. Graphics, e-mail, and the Internet are also included.

### **COURSE GOAL**

Our goal in this course is to encourage students to become productive citizens of BHS & BWHS. Students will study to attain Microsoft Certifications to prepare them for the workforce and/or college. Students will create accurate, meaningful, and attractive documents for business by applying computer application skills to real-life business situations while strengthening their literacy, interpersonal, and communication skills.

### **ATTENDANCE**

School attendance is very important. Students should make every effort to attend class daily. This course will not follow a standard "lecture" format, although there will be mini-workshops, explanations, directions, and demonstrations to support learning. Most of your time in Intro to Business will be spent in an office-type situation, where you will be completing tasks and assignments as if you were working in a real business. This will give you experience in working as an employee or independent business owner. Most of what you learn will be through classroom activities. You must be here for each class period.

### **MAKEUP/LATE WORK POLICY**

- When absent, a student should check [www.classroom.google.com](http://www.classroom.google.com) for the assignment due date. As in the world of work, poor attendance can result in missed deadlines and subpar performance, so please ensure you review what you missed.
- Students will have one week from the original due date to the end of the unit (whichever comes first) to turn in the EOL and receive full credit.

### **MATERIALS NEEDED**

- Pen or pencil
- Chromebook: 90% of the assignments will be completed on the desktops in the lab; however, Chromebooks may be used for certain projects. Virtual students will be assigned a district laptop to be used for this class. Applications taught in this class are not compatible with Chromebooks.

## **TEXT/MATERIALS**

Handouts: Supplementary handouts or digital media illustrating business applications.

Textbook: Microsoft Official Academic Course (MOAC) 2016: Excel, Word, PowerPoint Access

Internet: Searching the internet for examples and project research.

## **ASSIGNMENTS OR HOMEWORK**

- All computer work can be completed in the classroom if time is used wisely.
- If classroom work is not finished, it is the **student's responsibility** to find the time to complete the computer work in my classroom.

## **TESTS**

- Testing may be performance-based using the computer or
- Written objective tests (multiple choice, true/false, matching, and completion)

## **GRADING**

Grades are based on total points. This is an applications class, so students will need much practice to ensure that they are successful in learning the applications thoroughly.

Grading Scale-

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 59% and below

Students' course grades will be determined entirely by their evidence of learning of course standards (100% weight). Students may also receive practice/homework grades as feedback to track their progress in this course (0% weight).

Students will also receive feedback in HAC (Home Access Center) on the achievement of learning habits at least quarterly. Learning habits assessed will be time management and engagement in learning. Students will receive marks of either DC (Demonstrates Consistently), IC (Progressing, but Inconsistent), or NY (Not Yet, Rarely, or Not Observed).

## **BASIC COURSE OBJECTIVES / FRAMEWORKS**

1. Students will be able to use computer hardware and software to perform business functions.
2. Students will be able to define terminology related to word processing, spreadsheets, presentations, and database management software, integrating software, telecommunications, Hardware and Software, the internet and other business terms used in Microsoft Office software.

3. Students will apply skills learned in class to business scenarios in order to experience the world of work in a realistic way.
4. Students will learn how to communicate their ideas through discussion, sharing, written reports, and presentations.
5. Students will learn how to collaborate on a business team to complete digital projects.
6. Students will complete simulation projects as individual business owners, independent of other students.
7. Students will take certification tests to certify in as many of the software applications as possible (MS Word, PowerPoint, Excel).

### **Classroom Expectations**

The expectation is for you to follow the Student Handbook. The classroom rules are:

- Be Responsible-come to class on time, ready to learn.
- Be Respectful to everyone, including yourself.
- Be Ready-bring required materials (homework, Chromebooks, notebooks, etc.) each day.

### **Technology Expectations**

The expectation is for you to follow the Technology Policy of Bentonville Schools and Bentonville High School/Bentonville West, whether you are on a school device or your personal device.

Technology is a great learning tool, but sometimes it causes distractions. To provide the best learning environment, the following will be strictly enforced in this class:

- Use of phones/personal electronic devices are prohibited in this class.
- [Cell Phone Policy](#)
- No games, no exceptions.

### **Food and Drink Policy**

You are only allowed to have beverage bottles with a screw (leak-proof) top. These beverage bottles must remain on the floor. Food is only allowed in permitted areas, only when given permission. **NO food with Peanut Butter or Tree Nuts!!!**

**If a student violates the Bentonville Public Schools Technology policy and loses his/her computer account access, the student is still responsible for completing all assignments by the designated due date.**