

Introduction to Business

Teacher Information

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Course Description

Introduction to Business is a semester-long course. This course is designed to help introduce freshmen students to different areas of business. The class will be organized to introduce a different aspect of business every two to three weeks. Topics covered will be keyboarding, introduction to career documents, decision-making, business ethics, careers in business, business communications, typography, introduction to Photoshop, entrepreneurship, etc. Instruction will include lectures, cooperative learning, delivering oral presentations, written reports, and follow-up projects using technology. This is a freshmen-level course.

Syllabus

Materials Needed: Pen or pencil, notebook, folder, textbook

Approximate Composition of Course Work:

- ◆ Class Assignments – 25%
- ◆ Presentations/Projects – 25%
- ◆ Tests – 25%
- ◆ Work Ethic – 25%

Respect and Integrity: Demonstrate respect to persons of authority in King City R-I School, especially in Room 17. Pay attention and do not interrupt the instructor, substitute, or classmates.

- “Give respect and you will gain respect.”
- If your name is left with a substitute for things of a disrespectful nature, you will receive double the punishment.
- Substitutes are extremely gracious to help us out and do it out of a passion for the students, welcome them into your classroom, and our way of doing things.

Phones in Class: It is expected that students will put their cellphones/iPods/iPads/etc. in the designated cell phone area as they enter the classroom. Having such a device out during class will result in disciplinary action. The student will be asked to take the device to the Principal’s office, where it will remain until the end of the day.

In other words, don’t have them out during class!

Chromebooks in Class: Students have the option to use their Chromebooks in class. Disinfectant wipes will be available for self-sanitation of your workstation.

Make-Up Work: Ask Mr. Shifflett following the first class period you return from your absence.

Late Work: Assignments are expected to be turned in on or before the due date, however, late work will be accepted until the end of the quarter in which it was assigned.

Off-task discipline/Unpreparedness:

Class time should be used productively, with Introduction to Business work taking priority over other classes.

Any extra time you have in class should be spent catching up on late homework, doing homework from a different class, reading, and/or working in Typing Instructor.

***Coach Shifflett reserves the right to change disciplinary actions depending on the severity of the performed off-task action.*

Classroom Dismissal: Mr. Shifflett or the substitute for the day will dismiss the class. Do NOT jump up at the sound of the bell.

Virtual Accountability: In the event we move to virtual education/remote learning, you will be expected to continue your coursework. You will be held accountable for checking Google Classroom and completing all course assignments. All work will be assigned in weekly modules, with the first day of the week being Monday and the final day of the week being Sunday.

This work will be graded and imported to Infinite Campus for final grading reporting. These grades will be figured into your quarter and semester grades that are on your official grade card.

***Organize your workstation before you leave**

***Do not log-off the computer until Mr. Shifflett says to do so**