

# Virtual Business

## Human Resources



### Expectations

1. Treat others with respect.
2. Do not talk while the teacher is talking.
3. Be in class and prepared to work when the tardy bell rings.
4. All students will succeed.

### Grading Policy

Notes = 10%

Daily Work = 55%

Tests = 35%

~ Assignments are due the next day unless otherwise noted. Late assignments will be accepted up to **five days** late, but will not be given a grade higher than 75.

~ Failing assignments can be raised to a 70 if all mistakes are corrected and the assignment is 100% accurate. Assignments must be corrected and turned back in within **two days**.

~ Tests may be retaken once to improve a failing score to a 70. Tests must be retaken within **two days** of the original test date.

### Supplies Needed

Occasional pen/pencil. Coursework and assignments are on iCEV online.

### Course Description

Virtual Business - Professional communication, virtual etiquette, and the use of technology for business functions. Students may also explore topics like e-commerce setup, virtual office management, and website evaluation.

Human Resources - Compensation and benefits programs as well as workplace safety, employee-management relations, and the impact of global events on human resources management.

### Producing Work

All work submitted for grading will be the student's original work. Cheating will result in a zero. If caught cheating, the work cannot be redone for a higher grade.

### Saving Work

Students are encouraged to save work frequently. Sometimes circumstances beyond our control cause power outages or computers to freeze. **It is your responsibility to get your work completed and turned in.** If you save your work properly and often, you should not have any worries. However, if you do not save your work properly and often, you will have to redo the assignment if it is lost due to power outage or negligence, regardless of the length of the assignment.

## **Lab Rules**

- ~ Internet is not to be used unless all work is completed.
- ~ You will be removed from inappropriate game sites.
- ~ Only water is allowed, no other drinks, food or snacks.
- ~ If a cell phone is **seen or heard**, the assistant principal will be contacted.
- ~ When entering the classroom, all backpacks, bags, etc. are to be left along the walls or on the counter. No backpacks/bags should be in the aisles, on the floor, under the computer tables or on the computer tables. Failure to do so will result in detention.
- ~ Improper language will not be tolerated. Detention or write-ups will be assigned based on severity.
- ~ Seats will be assigned as needed.
- ~ Internet use is not for social media or downloading nonapproved software. If the student chooses to do any one of these, there will be consequences.
- ~ One minute before the dismissal bell rings, students may leave their seats and gather their gear.

## **Detention**

- ~ Detention will be served in the morning at 7:25 a.m. in the classroom. If the student is late or absent for detention, they will be referred to the assistant principal.

## **Contact Info**

davin.davis@teagueisd.org

I have read and understand the requirements for this course.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date