

Introduction to Business

Credit Hour – 1/2

Mr. Gilbert Rios

Room #301

Office Hours: Monday – Thursday 3:30 to 4:15 Parent conferences must be scheduled

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TEXT

Title: Introduction to Business

Author: Glencoe

Date Publication: 2003

Cost: \$80 plus tax

ADDITIONAL READINGS

Readings will depend on materials being covered.

MATERIALS NEEDED

- Binder or folder for keeping handouts and taking notes.
- Loose leaf paper
- Pens and pencils. No purple or pink ink.
- Markers or colored pencils for in-class activities
- Tabs-5

COURSE DESCRIPTION

This course will cover variety of Business applications. The chapters will help you understand the practical and real-world application of the concepts that you will learn throughout the book. While chapters vary in content, they show a realistic and creative approach to business.

COURSE CALENDAR

1st Nine Weeks

1. The Economy and You
2. Owning and operating a business
3. Groups Affecting Business
4. Managing Financial and Technological Resources

2nd Nine Weeks

1. Career Planning in a Global Economy
2. Buying goods and services
3. Credit
4. Money Management
5. Risk Management

***Schedule is tentative and subject to change depending upon the progress of the class.**

COURSE POLICIES

CLASSROOM RULES

There are 5 basic rules. These rules are in place to ensure a safe and productive learning environment. By following these rules, you will avoid conflicts during class time.

1. **Be respectful** to the teacher, fellow students, the things in the classroom, and to yourself. Treat others how you expect to be treated. This includes raising your hand during discussion. I encourage open discussion in this class; however open discussion is not possible when everyone is talking at the same time. In this class respect also includes NO PUTDOWNS. While I understand you might kid each other, we want to build positive energy.
2. **Be prepared for class.** This means you need to bring your notebook, journal, textbook, pen, pencil etc. everyday. It also means you should prepare by completing the daily reading or assignment. If you are continuously unprepared for class you are breaking a classroom rule and are subject to detention with me.
3. **Be in your assigned seat when the bell rings.** Students running through the door when the final bell rings will be considered tardy for class. We have very little time together as it is so BE ON TIME FOR CLASS.
4. **Follow directions.**
5. **Follow the Knight's Code.**

IF YOU CHOOSE TO BREAK A RULE

First and Second time:	Verbal warning issued
Third time:	Lunch detention in my office.
Repeating offenses:	Parents contacted and referral written
Severe disruptions:	Students sent immediately to the office.

As a student at St. Augustine you are expected to uphold all rules stated in the student handbook; these rules will be in force at all times and the consequences are as stated in the handbook.

Criteria for Written Work: Students must write in their best English at all times. All written work must be done in complete sentences.

HOMEWORK: Homework assignments will be written on the board. You are responsible for checking the board everyday. I AM NOT RESPONSIBLE FOR TELLING YOU WHAT IS ON THE BOARD. Homework must be turned in at the beginning of class.

LATE WORK/ MAKE-UP WORK: I will accept late homework for three days after it is due. You will be deducted 10 points for each day it is late. On the fourth day the assignment becomes a zero. There will be no exceptions unless you make prior arrangements with me. Homework grading policy: 100% turned in on due date; 80% turned in late one day; 70% turned in two days late and 0% after three days late

BINDERS: Binders and journals must be kept neat. I will not accept messy, crumpled, or torn papers.

TESTS: Tests will be given at the conclusion of every unit (two or three chapters). Tests are given on the Social Studies Department testing day(Wednesday). They consist of multiple choice, identifications, short answer, and essay questions. They will cover material in assigned reading and class notes. **You are responsible to do the reading and to get any notes missed because of absence.**

ABSENCE ON TEST DAYS: If you miss a test due to an excused absence you will be able to make it up for full credit within one day of your absence. **It is your responsibility to make up the test. Thus you must schedule a make-up time with me when you return to class. If you fail to show up for your scheduled make-up time it is a zero.**

QUIZZES: Reading quizzes **can and will** be given at any time. They will cover the assigned reading from the night before. If you are absent on the day of a reading quiz you will receive an excused grade which means it will neither count for nor against you. The lowest reading quiz grade will be dropped at the end of each quarter.

WRITING:. All formal writing assignments need to be typed, double-spaced, in 12 point font, and free of spelling and grammatical errors. Proper writing format will be reviewed more thoroughly in class.

CHEATING: If you are caught cheating on a test or quiz this will merit an immediate zero. Plagiarism is unacceptable; any paper copied from another will be given a zero. I like to read so I thoroughly read everything you turn into me. **DO NOT COPY** – it is lazy and uncreative.

Grading for this class is as follows:

Tests, projects and essays.....	60%
Assignments.....	15%
Quizzes.....	25%

SUPPORT SERVICES:

The school library – open everyday Monday – Friday 8am to 4pm

www.introbus.glencoe.com - assignments on line and readings. This website will also lead to other website if needed depending on assignment.

I am thrilled to have you in my class. We are going to have a great year with your cooperation and participation

Student's Signature/Date

Parent's Signature/Date