

KING CITY SECONDARY SCHOOL

Course Code: BBI 201 Introduction to Business (Open)
Date: Fall 2013
Instructor: Mr. Raposo (905) 833-5332 ext. 403
Department: Business Studies Department
Textbook: The World of Business & Exploring Business
Website: www.kcssbiz.com

Classroom: 116/118
Teacher Offices: 113
https://myschool.yrdsb.ca
Pre-requisite: None

Course Description

This course introduces students to the world of business, including the concepts, functions, and skills required for meeting the challenges of operating a business in the twenty-first century on a local, national, and/or international scale. Students will learn concepts and skills related to personal finance, entrepreneurship and international business

Curriculum Strands

<u>Strand</u>	<u>Description</u>
1	Entrepreneurship: Chapters 10 & 11
2	Business Fundamentals: Chapters 1-4
3	Functions of a Business: Chapters 5-9
4	Finance: Chapters 12, 13 & 14



Evaluation

The Achievement Chart identifies four major categories of knowledge and skills: Knowledge/Understanding, Thinking, Communication and Application. Students will be provided with numerous and varied opportunities to demonstrate their achievement of the expectations across the four categories.

Seventy percent of the student's final grade will be based on the assessments and evaluations conducted throughout the course. Thirty percent of the student's final grade will be based on summative assignment(s) and the final written exam. Listed below is the percentage breakdown used to calculate the final grade.

In addition to the final grade calculation, students will be provided with numerous opportunities to demonstrate the following learning skills: Work Habits, Team Work, Works Independently, Initiative and Organization.

Summary of Term Evaluation

* Knowledge/Understanding	20%
* Thinking/Inquiry	15%
* Communication	15%
* Application	<u>20%</u>
	<u>70%</u>

Summary of Final Evaluation

* Summative Assignment(s)	10%
* Final Exam	20%
	<u>30%</u>

Materials/Supplies/Binder

You are expected to come to class prepared. Please ensure you have the following required supplies: three-ring binder; four index dividers labeled as 1) Notes, 2) Homework, 3) Assignments, 4) Marked Evaluations; textbook; non-programmable calculator; lined writing paper; writing materials (pens, pencils, eraser, ruler, highlighter).

Homework, Tests and Quizzes

Students should expect homework on a daily basis. To ensure success, assigned homework is expected to be completed individually. It may be collected or checked on a regular basis. When absent for any reason, check my website for details on what you missed, including assigned homework. Should you not have internet access, contact a buddy to ask for an extra copy of any handouts provided.

Buddy #1: _____ Phone Number: _____
Buddy #2: _____ Phone Number: _____

Students should expect written quizzes on a regular basis. In addition to conventional quizzes, homework quizzes may also be conducted to ensure homework completion.

There is a Unit Test scheduled at the end of approximately every two chapters. Test dates will be selected after consultation with the students. **If you have a field trip/excursion/sports event on the day of a scheduled evaluation, you must notify the teacher before the evaluation date is set.** **Absence due to illness** requires a medical note before your mark is recorded. You must write a missed evaluation the first day you return to school. It is **your responsibility** to notify the teacher at the beginning of class in this situation.

Assignments and Summative Assignments

To ensure that students are successful in a busy semester, due dates will be provided for assignments. All assignments must be submitted at the beginning of the period on the due date provided. Students may be granted permission to submit major assignments within three calendar days of the due date, **only after consultation** with the teacher **provided this consultation occurs well in advance of the due date**. This represents the deadline beyond which the assignment will not be accepted. Assignments will **not** be accepted after the deadline and/or after the assignments are marked and returned. If you are working with a partner to complete an in-class assignment, then **each** student must submit his or her own copy of the completed assignment. **Students should be prepared to submit both a hardcopy and electronic copy of assignments to their teacher.** **Summative assignments are considered in-class exams, and students must be present on scheduled dates.**

Notebook

Your notebook will be assessed under the "organization" learning skill. Take pride in your notebook by ensuring all work is dated, in chronological order, neat, accurate and complete. If lost, you must re-write a new one. Record the date and title of all work, keeping it in sequence. Underline all titles, sub-titles, important terms, definitions, and formulas. Colour highlights will make your notes easier to study from.

Attendance

Should you miss a class for any reason, it is the **student's responsibility** to catch up on all missed class work, assignments and tests. You are expected to be seated at your desk at the beginning of the class. If you are not in your seat, your attendance record will be marked late. After five lates, a student's attendance is referred to a Vice-Principal.

Students who skip a class will be assigned a mark of zero for any assessment/evaluation that is graded during the period. Absences from class due to skipping will not be tolerated and will warrant immediate action. Students who come late to class without a valid note (e.g. from guidance, office or teacher), will not be granted extra time to complete any assessment/evaluation. Students are expected to sign in/sign out if late for class or to leave the room during class time .

Academic Honesty

All work submitted by students for evaluation **must be** their own original effort. A student who cheats, presents work done by others as if it were his/her own (plagiarizes), copies the work of others, or does not credit a source (see your teacher for MLA handout) is being academically dishonest. Internet translations are considered plagiarism. Any student accused of plagiarism **must** prove that the work submitted is indeed their own and original. In all cases, the teacher will discuss the situation with the student and parents/guardians. Plagiarized work will receive a mark of zero.

Class Policies:

Being Punctual. **It is expected that you arrive on time for class. Going to the washroom, locker, etc., is not an excuse.**

- **Obtaining Missed Work.** Check the website for assigned homework and handouts (call a buddy if no internet access is available).
- **Being Academically Honest.** Refer to above note.
- **Submitting Assignments on Time.** It is expected that due dates are followed. Assignments are due at the start of the class.
- **Re-Writing of a Missed Test/Evaluation.** If a student is absent for a test/evaluation, they must provide a signed, authentic, medical note to the instructor. The teacher will then assign a make-up test normally the day the student returns from a valid absence. If a student does not demonstrate sufficient evidence to support their absence, they forfeit their opportunity to re-write the test and a zero (0) will be assigned and calculated.
- **Following Washroom Privileges.** It is expected that you use the washroom prior to the start of class. Using the washroom during class time is a privilege, not a right. It is expected that such privileges will not be abused.

Code of Ethics

- *Respect for the right of others* to speak and listen without interruptions or distractions. Speak to others the way you want to be spoken to. Treat others the way you want to be treated.
- *Respect yourself.* Attend class on time, participate, listen, complete work, and seek extra help.
- *Respect the classroom environment.* Food is not allowed in the classroom. Outdoor garments (hats, coats, jackets, etc.) are not allowed in the classroom, in addition to electronic devices (telephones, pagers, etc.) Please leave these items in your locker.

Due Dates

Deadlines are meant to encourage students to make mature decisions about their work ethic and time management – we all lead busy lives and face numerous demands upon our time.

1. If you do not hand in your work by the assigned due date you have missed the opportunity to do so and your mark will be a **zero** for that assignment.
2. You may submit your work prior to the due date to have your teacher assess your work and provide feedback. This will give you the opportunity to revise and resubmit your work by the due date in order to improve your grade.
3. Assignments are due at the beginning of class on the due date. Absence is not an excuse for late submissions. If the work is done, the student should send it with a friend or relative, or submit it electronically to your teacher.
4. All rough work should be available to the teacher upon request.
5. **Extensions** of due dates are available to individuals who show a good work ethic in class. If you are not able to meet a due date it is your responsibility to speak with your teacher, at least one day before the due date, so that an extension can be arranged. If you are facing difficulty see me a few days ahead of the due date. There will be no extensions granted the day assignments are due.
6. Late assignments may be graded, or marked only as complete.
7. Assignments submitted after your classmates work has been returned will not be graded

All students should review and adhere to policies provided in the King City Student Agenda book.