

**Into to Business**  
St. Louis Public Schools  
Career & Technical Education

**Course Syllabus**

**Teacher: Ms. Romie Harris**  
**Room: 312**  
**Class Periods: 2<sup>nd</sup>, 6<sup>th</sup> & 7<sup>th</sup>**

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**Office Hours: 1<sup>st</sup> & 5<sup>th</sup> Period**

**Course Description:** PRINCIPLES OF BUSINESS, Ninth Edition, provides comprehensive introductory business text with complete instruction in business concepts and skills students need in today's competitive environment. This market-leading text offers extensive coverage in major business concepts in the areas of Finance, Marketing, Operations, and Management. Students will gain valuable information and skills for the workplace, as well as preparation for success in competitive events.

Principles of Business is the foundation course for the following Career Clusters pathways:

- Business, Management & Administration
- Finance
- Marketing

**Course Credit:**

**1 credit (year course)**

**Prerequisites:** None.

**Text/Materials/Web:** You will be expected to get the following supplies for class:

- #2 Pencils, black or blue ink pen in class
- Highlighters
- 3-Ring Binder: Loose-leaf Notebook Paper
- Notebook
- Class OneNote

Online text book, reading activities, lesson reviews, power-point presentations, chapter reviews, chapter quizzes, chapter tests, unit test, and case studies.

**Grading System:**

Attendance is very important in this class. This class simulates a work environment; therefore your daily participation is a vital part of your grade. The grading system is as follows:

Do Now's	10%
Tests	25%
Quiz	15%
Homework	5%
Classwork/Projects	20%
Final Exam	25%
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TOTAL	100%

**Grading Scale:**

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

## **MAKE-UP WORK**

The following is the policy on make-up work. Students are responsible for contacting their instructor on missed work/deadlines.

### **Excused** (Parent/Guardian Excused, Excused, Medical, Field Trips) and Verified Absences

- All missed work may be made up at full credit.
- It is the student's responsibility to initiate contact with the teacher to get make up work.
- Work must be made up in a timely fashion, within the same number of days as the absence (e.g. absent 2 days, work made up in 2 days).

### **Unexcused** Not verified by office personnel or parent/guardian

- All missed work may be made up with partial credit (instructor will determine the points depending on the assignment)
- It is the student's responsibility to initiate contact with the teacher to get make up work.

## **Technology Classroom Procedures:**

Students will receive their own email address provided by the district. This email address will be used to access the online book. Students will be assigned their own computers and are expected to use the same computer throughout the duration of this course. Please adhere to the following:

- ✓ **Do not** change any settings on the computer (this includes background themes, use the default theme, do not personalize any computers with graphics).
- ✓ **Do not** use the computer to charge phones.
- ✓ **Do not** switch any computer parts (this includes keyboards, mouse, monitors etc....) if you are having trouble with any computer parts please contact the instructor.
- ✓ **Students will turn in their work on the website schoology.com & Cengage Learning**

## **Class Attendance and Participation:**

Students are expected to be in class daily and to be engaged in the learning process. Regular attendance is essential for success in school and in life. Research shows that students with **95%** or above attendance are more successful academically by earning better grades and performing better on college entrance exams. Our attendance goal for all students is **90%** or better. Absences, except those for a school-sponsored activity, may affect a student's grade.

## **ACADEMIC INTEGRITY**

The integrity of the academic program and the evaluation of each student's achievement are of primary concern to educational institutions. Cheating on an educational exercise not only reflects dishonesty on the part of the student, but also diminishes the value of the work done by his/her classmates. Students who cheat or plagiarize (using another's words, ideas or writing as one's own) shall be subject to the following:

- ✓ Referral to Administrator
- ✓ Parent/guardian contacted
- ✓ A zero recorded for the exercise; possible detention and/or suspension; and/or removal from the course with a grade of "F" recorded on the transcript.

FBLA (Future Business Leaders of America): Students that are enrolled in this course will have the opportunity to join this student organization for a membership fee of \$10 per year. FBLA is an integrated part of the curriculum with opportunities for leadership, community service, and scholastic competition. Members may gain opportunities for scholarships, participate in leadership activities and are encouraged to compete in local, state, and national level competition. If you are interested in learning more about FBLA please see me for more information.

## **Course Objective:**

The objective of this course will allow students to focus on real life, business current technology and e-commerce issues in the business world. Planning a career from 16 Career Clusters and present the education, training, work experience and industry opportunities for a variety of business-related career paths. Students will be able to know what the four phases of business cycle, provide a link between theory and the real world of business for various moral dilemmas. Understand the

use of Internet for business-related research and how to do business in various countries and provide a basic knowledge of International Business that are vital for living and working in a global economy.

**Course Schedule:**

8/31	Week 1	<b>FIRST QUARTER/VIRTUAL LEARNING EXPECTATIONS</b>
9/7	Week 2	Lesson 1: Economic Decisions & System
9/7	Week 2	<b>Holiday-Labor Day –No School</b>
9/14	Week 3	Lesson 1: Economic Decisions & System
9/21	Week 4	Lesson 2: Economic Activity
9/18	Week 5	<b>Interim Progress Reports</b>
<b>9/25</b>		<b>Professional Development</b>
9/28	Week 6	Lesson 2: Economic Activity
10/5	Week 7	Lesson 3: Business in the Global Economy
10/12	Week 8	Lesson 4: Social Responsibility of Business & Government
10/18	Week 9	Lesson 5: Business Organization
	Week 10	<b>Parent Teacher Conferences 10/20 &amp; 1021 Virtual Conferences</b>
10/26	Week 11	Lesson 6: Entrepreneurship & Small Business Management
11/2	Week 12	Lesson 7: Management & Leadership
<b>11/3</b>		<b>Election Day Site based PD</b>
<b>11/11</b>	<b>Week 13</b>	<b>Holiday-Veteran’s Day –No School</b>
11/16	Week 14	Lesson 8: Human Resources, Culture, & Diversity
11/23	Week 15	Lesson 9: Career Planning & Development
11/30	Week 16	Lesson 10: Marketing
12/7	Week 17	Review
12/16-12-19	Week 18	Finals
<b>12/20</b>	<b>Week 19</b>	<b>Record Keeping Day – No Students</b>
<b>12/23</b>	<b>Week 20</b>	<b>WINTER BREAK/Christmas- No School</b>
<b>01/5</b>	<b>Week 21</b>	<b>WINTER BREAK- No School</b>
1/4	Week 22	<b>CLASSES RESUME/THIRD QUARTER</b>
1/4	Week 23	Lesson 11: Business & Technology
<b>1/18</b>	<b>Week 24</b>	<b>Martin Luther King Day – No School</b>
1/25	Week 25	Lesson 12: Financial Management
2/1	Week 26	Lesson 13: Production & Business Operations
<b>2/12</b>		<b>Interim Progress Reports</b>
2/10	Week 27	Lesson 14: Risk Management
<b>2/12</b>	<b>Week 28</b>	<b>Teacher’s Professional Development – No Students</b>
<b>2/15</b>	<b>Week 29</b>	<b>President’s Day – No School</b>
2/24	Week 30	Lesson 15: Consumers in the Global Economy
3/15	Week 31	<b>FOURTH QUARTER</b>
3/15	Week 31	Lesson 16: Money Management & Financial Planning
<b>3/16-3/17</b>	<b>Week 31</b>	<b>Parent Teacher Conferences – after school</b>
<b>3/22-3/26</b>	<b>Week 32</b>	<b>Spring Break – No School</b>
3/29	Week 33	Lesson 17: Banking & Financial Service

4/5	Week 34	Lesson 17: Banking & Financial Service
4/12	Week 35	Lesson 18: Consumer Credit
4/19	Week 36	Lesson 19: Savings & Investment Strategies
5/3	Week 37	Lesson 19: Insurance
5/10	Week 38	Lesson 20: Review for Finals
6/1-6/3	Week 39	Finals
6/4	Week 40	Record Keeping Day

### **Classroom Policies & Student Expectations:**

Students are expected to adhere to the following rules:

- ❖ **Attendance** – Be here on time each day & prepared to work
- ❖ **Respect** – Use appropriate language, be honest and truthful, be respectful of peers and adults,
- ❖ **Responsibility** – Complete work on time, follow directions, use resources to answer questions, ask for help when needed, contribute to class discussion
- ❖ **Assignments**- Are to be completed on the due date unless student's absence can be verified.

### **Virtual Learning Teacher Expectations:**

- ❖ Always be respectful and courteous to other students and the teacher during virtual sessions
- ❖ Come to all virtual classes on time, be prepared and ready to learn.
- ❖ Please keep your device on mute at all times unless the teacher gives your permission to unmute.
- ❖ Do Now's should be completed during the first 5 mins. of the session, they will be used for the instructor to take attendance. (All Do Now's should be posted in the Chat Box)
- ❖ Students are expected to come to virtual class in appropriate attire (please refrain from wearing any pajamas during the virtual learning session) this includes hats
- ❖ No cellular devices allowed during the sessions (NO EXCEPTIONS).
- ❖ No cyberbullying allowed, if you have any issues with another student please address the teacher privately.
- ❖ Raise your hand if you have any questions (use the raise hand option in teams)
- ❖ If you have an emergency please notify the teacher in the chat box
- ❖ Please try to find a quiet place that will help you stay focused. (You will not be allowed to lay in the bed during class time)!!!!!!!!!!!!

### **In-Person Teacher Expectations:**

- ❖ When the bell rings students will be in their seats
- ❖ **Cell phones will not be permitted unless the instructor gives permission. Students will be reprimanded for electronic use as well as written up for insubordination and parents will be contacted. Students will not be allowed to charge phones in the classroom (this includes using the computer USB port to charge phones)**
- ❖ No Food or Drink will be allowed in the lab.
- ❖ Hall Passes will be given on a limited basis. (There will be no hall passes issued the first 15 minutes of class or the last 15 minutes of class).

### **Assignments for Introduction to Business:**

The following is a list of (10) assignments that are expected to be completed throughout the semester. (The list is subject to change per instructor)

- 1). Business Plan (10-15 pages)
- 2). Business Ethics Project
- 3). End of the Semester (Electronic Portfolio)

- 4). (2) Research Papers: Entrepreneur & Company
- 5). Case Studies
- 6). International Business Project (Research Country)
- 7). Business Law Project
- 8). Marketing Plan
- 9). Resume/Career Project
- 10). (4) Types of Leadership Project

**Please sign and return the bottom portion Thank You and I look forward to a successful school year!**

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Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_