

Exploring Business Syllabus 2010 - 2011

INSTRUCTOR: Ms. Robles
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ROOM: 3107

CREDIT: 1.0 (9, 10 grade)

PREREQUISITE: none

COURSE DESCRIPTION: This course introduces the student to various areas of marketing; working with others, personality traits, why having goals is vital to a student.

COMPETENCIES: Competencies of this course are to:

- 1.0 Evaluate individual strengths, values and personality traits
- 2.0 Explore a variety of occupational areas
- 3.0 Demonstrate an understanding of academic achievement and performance required for meeting career goals
- 4.0 Develop communication skills for public and workplace environments
- 5.0 Develop leadership and teamwork skills required for the workplace
- 6.0 Demonstrate an understanding of diversity

METHOD OF INSTRUCTION AND LEARNING ACTIVITIES:

- Regular class attendance and participation is required
- Lecture/ note taking
- Class discussions
- Study questions, group work, homework, and tests
- Oral presentation
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GRADING SYSTEM: Evaluations of progress in this course will be based upon daily exercises, timed writings, and test. Work will be assigned and grade/point value based upon the following scale:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = 59% and below

ASSIGNMENTS: All assignments are due the day they are assigned unless stated otherwise. All work handed in must have your first and last name, and class period.

It is the responsibility of the student to see me for make-up work. Students will be allowed one day for each day that they have are absent to make up missed work due to an excused absence. All work needs to be turned into correct period turn-in basket.

TESTS: There will be a test for each unit. If you are absent on the test day you will take it the day you return, unless other arrangements have been made.

CHEATING: Cheating is prohibited. First time you are determined to be cheating, you will receive a zero for the assignment and administration and parents will be notified. Second time you will receive a zero and be referred to administration for disciplinary actions.

ATTENDENCE/TARDIES: See the YUHSD Policy on attendance it is in your student handbook. If you are tardy to class, come in quietly and go to your seat without talking.

- Students are held accountable for all absences
- Excessive tardys will result in spending extra time with Ms. Robles.

DISRUPTIVE OBJECTS:

- No cell phones, iPods, MP3 players or other disruptive objects
- "Students may not turn on or use them on school grounds during the instructional day. It is students' responsibility to ensure that their cell phones are turned off and out of sight during the instructional day." -Kofa High School Student Handbook

CLASSROOM EXPECTATIONS:

- A business atmosphere is expected at all times. This means there will be no talking unless you have been recognized by the instructor or you are quietly discussing your work with your neighbor
- Stay on task and listen actively. This means no talking out of turn, as a sound learning environment cannot be maintained with excessive talking.
- There will be **no eating or drinking** in the Business Department classrooms. Water is allowed.
- Be in class on time and prepared to learn. Tardies and unexcused absences add up and loss of credit for unexcused absences is possible
- **RESPECT ALL.** The main rule in the class is that we treat each other as unique, sensitive human beings. The word "**RESPECT**" is: students respecting each others' feelings, personal space, and property. Students are also to respect the school, staff, rules, and property.
- **As a student, you will keep your work area neat at all times.** Writing on desks, stands, or books is prohibited. It is the **student's** responsibility to let me know at the **beginning** of the period if there are marks on your work area; otherwise, the student is responsible for any marks found at the work station. **At the end of the period,**

each person will leave his/her workstation clean. All classroom/reference books must be returned to their proper place. Please deposit all garbage in the garbage can on your way out of the classroom. Please push all chairs under the desk upon exiting the room.

Note: syllabus is subject to change