

BUS 100 Course Syllabus

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COURSE DESCRIPTION: This year-long course will expose students to a variety of topics that will help prepare them for careers and/or further study in the field of Business. Students will be introduced to the various fields in business such as marketing, accounting, management, human resources, entrepreneurship and international business through class projects. Students will be creating their own business project with other students. Students will participate in business activities with the Junior Achievement organization of San Diego.

This is a project based learning class that utilizes blended learning. It is different than most classes. There is a heavy use of technology blended with traditional instruction. Because it is a business class with this type of emphasis it has a more real-world perspective. Students will be given projects to complete, individual and in peer groups. Like in the real-world I expect students to finish on time or ahead of schedule, with a high quality of work completed. Also as is in the real-world I expect the student to be proactive and begin work on the next task rather than sit back and kick their feet up. These “bonus” tasks may earn extra credit.

Classwork/Homework

Some of the learning/instructional activities are the following:

- Digital Portfolios
- Presentations
- Spreadsheets
- Online discussion posting (like in college)
- College Research
- Collaborative learning

In addition we will be using a new digital education text / email resource for homework and Academy announcements. It is called Cel.ly. It is an easy way for teachers and administrators to communicate safely with students and parents, either by text (default setting) or email. More info can be found here:

<http://cel.ly/education> . Please note that school rules prohibit the use of cell phones during class.

Grading

Students' grades will be based on the following scale:

Classwork	80%
Performance Evaluation	20%

At the end of each grading period each student will fill out a Performance Evaluation that will translate to a grade. Filling it out honestly and sincerely will get bonus points. Over-inflation of the evaluation will result in penalty points.

**At the *end of the semester* I may fill one out for the student so we can have an individual conference to compare our evaluations (like a performance review or evaluation in real world business).

Computer Lab Safety & Equipment

To protect all students, as well as the expensive equipment in this classroom, no food or drinks are permitted in the lab. In addition, any attempt to repair, change the settings, install software, or otherwise alter any equipment in any way without the expressed consent and supervision of the instructor is prohibited and will be regarded as vandalism. **VANDALISM** of any kind (including messing around with the keyboards and monitor settings) may be cause for immediate expulsion from the course, in addition to an automatic referral to the Principal, AND any charges for damages caused to the computer lab. The following rules will be strictly enforced in the computer lab:

- ***No food, candy, gum, or drink is allowed in the computer lab. If seen, it may be thrown away, and you may earn detention.***
- Do NOT print any documents, unless instructed to do so. When asked to print, please print only 1 copy.
- No outside CDs or flash drives may be used, unless approved by the instructor.
- No Vandalism, changing settings, or marking on the desks or monitors

Class rules:

If you are disruptive or disrespectful you may earn detention. It is *your responsibility* to account for your actions and serve the time. You are tardy if you are not seated in your seat when the final bell rings. Tardies may earn detention.

- NO FOOD OR DRINK, NO IPODS OR CELL PHONES, NO BACKPACKS ON THE DESKS.
- Don't talk when you are not supposed to, don't goof off, and don't disrupt the learning environment for the teacher or those around you.
- No headphones/music unless part of assignment & specifically told it's okay
- Raise your hand – be patient
- No swearing
- Cell phones: 1 warning, 2nd time take it, 3rd time give to VP (end of day he may require parent to pick it up) – If I see it I'm taking it so make sure it's put away (not charging or laying out on the desk).
- No Food or Drink in computer lab (Safety hazard)

Accountability for Actions

You are in high school, and some of you are preparing for college. Remember that this is a college-prep course. In college, *you* are responsible for *you*. This course will be structured as a transition into “college-level responsibility”. Responsibility is an integral part to your propensity to succeed in life! **DO IT RIGHT!**

Disruptive behavior will not be tolerated as it hinders others in their pursuit of an education. Talking at times can be stimulating and rewarding, at other times it is rude and discourteous. Each student will respect the rights of others to learn in an environment that promotes success and achievement.

Respect:

I will always respect you in my class and demand that you give your classmates and myself an equal amount of respect.

Respect Looks Like (What should I see?)	Respect Sounds Like (What should I hear?)
<ul style="list-style-type: none">• Smiling• Making eye-contact• Controlling anger• Not touching others' belongings	<ul style="list-style-type: none">• “Please” & “Thank-you”• Encouraging classmates• Not cursing

<ul style="list-style-type: none"> ● Waiting your turn ● Paying attention- SLANT ● Asking permission before using something that isn't yours ● Cleaning up your own mess 	<ul style="list-style-type: none"> ● Knowing names of classmates ● Disagreeing politely ● Apologizing if you are wrong or hurt someone's feelings ● Not interrupting a teacher if they are in the middle of speaking to another student
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Referrals:

I will absolutely not tolerate (this means you will automatically receive a referral for the following):
 - any profanity purposefully directed towards me or another student
 - any physical violence directed towards me, another student or property
 - any racial or sexual slurs purposefully directed towards me or another student

Citizenship

Your citizenship is an indication of how well you perform in the school's community and ultimately in our democratic society as a whole. The citizenship mark will reflect my impression of your general behavior, attitudes and habits as you perform in my classroom. This impression will be reflected as follows:

- E=Excellent Is an outstanding citizen, consistently helpful & respectful to others
- G=Good Is an above-average citizen, often helpful & respectful to others
- S=Satisfactory Meets citizenship standards
- N=Needs to Improve Needs help to meet citizenship
- U=Unsatisfactory Fails to meet citizenship

Good citizens foster healthy learning and working environments.

Syllabus sign-off page for BUS100. In an effort to reduce paper consumption my syllabus is posted online. Go to the CHS website at www.sandi.net/clairmont and click on "Faculty" at the top. Find the link for Alan Walter (teacher). View the syllabus located next to the period # & course name and sign below.

Parents

Please feel free to contact me with any concerns or questions you may have regarding your student's education. The best way to contact me is by email. My email address is: **DWalter@sandi.net**.

SIGNATURE

I have read and understand the course syllabus and rules.

I give permission for my son/daughter to receive Cel.ly text messages (see syllabus for explanation). If for any reason you do not want them to receive the text messages please check this box:

Student Name (printed) _____

Student Signature **X** _____

Parent Signature X _____