

# **Business I, Introduction to Business Business Academy, CTE Business Management Articulated MSJC Course, BADM 103**

**Class website: [jenkinsbusiness.weebly.com](http://jenkinsbusiness.weebly.com)**

**email: [tjenkins@sra.mn](mailto:tjenkins@sra.mn)**

**Welcome** to Business I, Introduction to Business. I'm very excited to work with you through this coming school year! You are about to begin your professional portfolio that will be a work in progress over the next four years. Willingness to work together is essential. CA Career and Technical Education Curriculum Standards drives our academy goals and objectives. For more information visit <http://www.cde.ca.gov/ci/ct/sf/documents/bizfinance.pdf>

This course is **articulated with MSJC** which means you may receive 3 transferrable college credits. This is not automatic and you must receive a minimum of 80% on the end of course exam and a minimum of a B on each semester course grade. There are additional steps that must be taken to receive the credit. You'll be directed as to how in the upcoming weeks. For more information on articulation with MSJC visit

<http://www.msjc.edu/CTETransitions/Pages/Articulation.aspx>

## **Course Description:**

This course introduces students to the skills needed to effectively organize, develop, create, and manage a business. Students will learn the significance of math, reading, writing, and communicating to their future within the framework of operating a small business. They will understand how the market economy and ownership leads to wealth creation. Students will learn not only the skills necessary to become a successful business person but also the attitudes, characteristic, and techniques needed to succeed. They will learn to be able to save and make future investments in order to meet their financial goals in life. Students will build analytical skills through solving complex problems and making sound decisions in order to produce a viable business. Emphasis is placed on the functions of business management: organization, management, finance, marketing, information technology, product/service management, distribution, promotion, and selling. Additional topics to be addressed are the government's role in a business, the assessment of personal skills, the components of the free enterprise system and its place in our global economy, human relations and interpersonal skills, career planning, the importance of business ethics, and the role quality and service play in business.

## **Introduction to Business Unit Names:**

Fall Semester

1. Business Leadership
2. Exploring the World of Business and Economics
3. Global Marketplace
4. Financial Institutions
5. Personal Finance and Consumer Rights

## Spring Semester

6. Marketing
7. Technology in the 21<sup>st</sup> Century
8. Business Ethics and Sustainability
9. Human Resource and Risk Management  
Career Planning in a Global Marketplace

### **Grading Policy:**

Your grade will come from a variety of assignments, including group work, public speaking, quizzes, presentations, tests, and participation. In most cases if a student misses a group presentation day he/she will have to make up their portion, but with one grade lower penalty.

**Late work is accepted up one week passed its due date for up to 50% credit.**

100-98% = A+    89-88% = B+    79-78% = C+    69-68% = D+    <60% = F

97-93% = A    87-83% = B    77-73% = C    67-63% = D

91-90% = A-    81-80% = B-    71-70% = C-    61-60% = D-

**Grading breaks down: 40% assessments and presentations, 30% assignments, Final 20%, 10% participation**

**Pathway Grade Policy: You must receive a C or higher to move on to the next course in the pathway. \* Exception: First semester 9<sup>th</sup> grade if you receive a D you may still move on.**

**Tardy Policy:** See Student Handbook for school policy.

**Tutoring Schedule:** Tuesdays from 2:50-3:50. Mandatory if you have below a C in class.

### **Daily Supplies:**

- An alert, ready-to-be challenged mind-set
- Your laptop, charged. If you come to class without a charged laptop you will be given one warning. A detention will be given for each additional time.
- Notebook for class notes/Assignments
- Blue or black ink pens
- Highlighters

### **Donations much needed for the class:**

Cleaning wipes and tissue are greatly appreciated!

### **Absences:**

If a student misses 1 day he/she has 1 day to make up the work without consequence. If he/she misses 2 days then he/she has 2 days to make up the work, etc... \* Daily schedule is posted on the class website- students can get their make up work from the website for most cases. **Note:** I will not pursue you for absent work. It is your responsibility to get it turned in. Teamwork is vital to a successful organization; therefore, it's important for each member to be present when teams are presenting projects. In most cases if a student misses a group presentation day he/she will have to make up their portion, but with one grade lower penalty.

**Rules to live by:**

- Be on time! You must be in your seat and ready to work when class starts.
- Be prepared! Bring daily-required materials to class every day!
- The teacher dismisses the class, not the bell!
- Demonstrate positive character traits at all times.
- Look teachers and fellow students in the eye when speaking with them.
- Students will allow girls/women to exit a room before boys/men.
- Students will respond with Yes, Sir; No, Ma'am, Please, Thank you, etc...
- Meet your teacher at the door of the classroom before class begins with a handshake and/or greeting each day.
- Students will greet other adults by their title such as Mr., Mrs., Ms., Dr., etc... No first names are to be used by students when addressing adults.

**Discipline Policy:**

See the Student Handbook [www.sra.mn](http://www.sra.mn)

**Dress/Uniform Code:** All students, regardless of their track, are required to wear school uniforms and follow the dress code while on campus and participating in off campus activities unless otherwise permitted by administration. See details in the Student Handbook at [www.sra.mn](http://www.sra.mn)

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I have read and understand Mrs. Jenkins class syllabus and understand if I have questions I can email her at [tjenkins@sra.mn](mailto:tjenkins@sra.mn).  
Tutoring Hours: Tuesdays 2:50-3:50

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's best phone number:

Parent/Guardian's email: