General Business

Mr. Bartruff

# Introduction

Welcome to General Business. *This course is designed to expose students to entry-level competencies in business & management. Students will study the following units:*

* *Economic Activity*
* *Social Responsibility*
* *Business Organizations*
* *Entrepreneurship & Small Business*
* *Management & Leadership*
* *Career Planning & Development*

Students will be using the textbook titled Intro to Business, by Dlabay, Burrow & Kleindl (7e). In addition to the textbook, students will use the Internet as a resource as well as local speakers.

The career planning & development unit will be an ongoing unit throughout the semester. Students will be required to complete reading about career planning & development as well as the “Planning a Career in…” located at the beginning of each chapter in the text. Each of the twenty chapters introduces a different career cluster. As part of a final assessment students will keep notes about these careers in an attempt to introduce them to various options and reflect on them from a personal perspective. Students will also practice skills related to employment such as applications & resumes as part of the Career Research assessment. Make sure that you know your username/ password to access laptops.

# Expectations

Keeping a notebook is not required, however it is highly recommended. Students will be expected to keep the portfolio information as well as the work required in this portfolio throughout the semester, and a notebook is an excellent way to keep this in order. All students must have a user name and password to access the Internet at school in order to be successful in this class.

# Communication

Parents, guardians and students should you have any questions or concerns feel free to email me at shannon.bartruff@wchcs.org or call 636.4221.

# Grading

Students will earn grades according to the following scale:

90-100% A

80 – 89% B

70 – 79% C

60 – 69% D

Below 60 F

Grades are calculated based on the following criteria:

Assessments (Tests, ***projects***, papers) 60%

Final Exam 40%\*

Students will be kept up-to-date on their progress throughout the trimester. Parents and guardians can access grades through the Parent Access progress book link on the school district website: [www.washingtonch.k12.oh.us](http://www.washingtonch.k12.oh.us) .

# Rules

See the student handbook for a specific overview of school rules.

**Classroom rules will be as follows:**

**Respect** your fellow students and myself. Treat people how you want to be treated. I can’t emphasize this rule enough. It is the one rule that will get you in the most trouble in my class.

**Be on time!** 1st tardy- warning. 2nd tardy- 15min. detention 3rd tardy- 15min. detention. After your 3rd tardy your detention will double each time.

**Retakes-** See Retake Policy

No food or pop. Sports drinks or water are permitted. Bring all required materials to my class.

**Academic Integrity**

I fully expect students to maintain honesty in their work. Students will be asked to APPLY the knowledge gained in this course. The use of the Internet in education has been both bad and good. While it is true that there is boundless information available at our fingertips, there are some problems that may arise because of this. First, not all information on the Internet is necessarily accurate. Students are held responsible to be sure they are using reputable sites with accurate information. Sites such as Wikipedia are not acceptable sites when conducting research. Students that are uncertain about a site’s strength should ask for assistance. Second, information on the Internet may not be used without properly giving credit to the author. Students will be expected to use MLA documentation in all research assignments and at the very least always give credit to an author of an original work. Documentation information will be made available to all students, and can also be found by searching for MLA documentation help on the Internet. Students who plagiarize will be required to make up the missed assignment in Saturday school.