Honors Business Management

COURSE OVERVIEW

Honors Business Management is a one-semester course offered through the Business Department. In this course, students will explore the functions of business management including the use of technology and communication as a tool of business. The course will also cover higher level business management content including production and operations management.

What the Teacher Will Do to Support the Student:
- Create engaging and rigorous learning activities that help students build his/her understanding of Microsoft Office applications.
- Chunk assignments into manageable amounts and include time in class to debrief and review work.
- Provide additional support for assignments and assessments, including reteaching so that students meet course standards.
- Notify parents via email or phone at any point during the marking period if a student is in danger of failing or dropping 2 or more letter grades

What the Student Will Do to be Successful:
- Come to class with required supplies and ready to be an active participant in the learning process.
- Complete all assignments as required.
- Review and synthesize classroom notes, activities, and assignments frequently to help prepare for upcoming assessments and to internalize learning.
- Take advantage of opportunities for additional help. Students should attend these sessions with specific questions so that the teacher can most effectively help the student.

What Parents Can Do to Support the Student:
- Ensure that the student has supplies and that they complete homework and study for tests.
- Encourage the student to seek additional help when it is needed.
- *Check Parent Connect regularly to monitor student grades.*
- *Contact teacher with any questions about assignments, grade, or other issues in a timely manner.*

COURSE MATERIALS

Students should provide a pencil, writing paper, and an organized folder. Students may find the use of a flash drive beneficial; however, it is not required.

Textbook: Business Management, Burrow Kleindl. South-Western CENGAGE Learning. ©2013

Students have access to all learning materials, including presentations, teacher notes, and other additional materials deemed helpful in student attainment of course goals, objectives and outcomes.

* All students in AACPS have free access to Microsoft Office. Refer to http://aacps.org/office365/ for more information.

Course Grading

Your grade in this course will be determined based upon your progress towards mastery of the standards. Specifically, *your grade will be calculated using the following weighted categories.*

65%   Summative Unit Assessments and Projects
15%   Classroom Assignments (may not be redone)
10%   Quarterly Assessment (may not be redone)
10%   Homework (may not be redone)

Assignment Descriptions:
1.   **Summative Unit Assessments and Projects** – *3-5 per Quarter*
2.   **Classroom Assignments – at least 6 per Quarter**
3.   **Quarterly Assessment** – *there will be one quarterly assessment per quarter. Quarterly assessments measure student mastery of the major standards for the quarter and course. These assessments may not be redone.*
4.   **Homework** – at least 6 per Quarter. *Homework serves as opportunities to promote the attainment of positive work habits and study skills, practice material and skills previously taught so learners can continue to practice mastery of content, prepare for upcoming lessons by reviewing prerequisite content/skills, study for upcoming assessments, and/or extend student understanding of concepts.*

Opportunity for Mastery (Redo):
Per AACPS regulation, students may redo up to 3 assessments and/or assignments each quarter. Students are encouraged, but not required, to participate in teacher-led reteaching. All redo items must be completed within ten days of receiving the original grade and may only be redone one time. The higher of the two grades will be used for calculating the student's quarter grade. The teacher may choose to have the student redo all of an assessment or assignment or may have student only redo specific items or parts of the work. Students may not redo homework, the quarterly assessment, or a large project. However, students may redo parts of a large project, if graded separately by the teacher, with each part counting as a separate redo. Assessments or assignments due in the last week of the quarter are not eligible.

Late Work and Incomplete Assignments:
Students are expected to submit assignments on the date that they are due. Students are expected to complete assignments, in full, to the best of his/her ability and students should take advantage of tutoring and reteaching opportunities so that the student can submit his/her best work. *Late assignments are penalized 10% for each day it is late up until five school days (not A/B days). After five school days, the assignment becomes a zero and may not be submitted for a grade.*

Teachers shall assign a minimum grade of 50% to assignments or assessments for which the student made a good faith effort, as determined by the teacher, to meet the basic requirements. If a student does no work on an assignment or assessment, the teacher shall assign a grade of zero.

Recording of Grades and Communication with Parents:
Per AACPS regulation, all grades, with the exception of lengthy assignments such as projects and extended writing assignments, will be entered into Parent Connect within one week of assignment submission. Parents can check Parent Connect regularly to monitor student grades.

Academic Dishonesty:
A student who exhibits academic dishonesty as determined by the teacher and administrator shall receive a zero on the particular assignment in question. **Violations of the Academic Integrity Policy and Regulation may result in disciplinary action. Consequences for violations may vary according to the severity of the violation and shall follow the progressive interventions and discipline as outlined in the Student Code of Conduct.**

CLASSROOM INFORMATION

1. Be on Time 2. Be Prepared 3. Do Assignments 4. Be Respectful	• **Ready to Learn.** Students should pick up their required materials prior to the bell and immediately begin the posted warm-up activity. • **Care of Equipment.** The instructor MUST be notified <u>immediately</u> if ANY vandalism or any problem occurs with the computers. In order to protect our computers/network, no outside files are permitted in the computer lab without first receiving approval. • **Security Software.** AACPS has installed software on our computers/network in order to help safeguard our systems. In no way does the software block all unauthorized access to prohibited areas. Please consider the software as a tool to assist in preventing accidental access to unauthorized areas. • **Personal Settings:** Please remember that these computers are used by several students for various activities. You should NOT make changes to any settings. These changes can cause our certification software to malfunction. • **Academic Integrity.** *See AACPS regulation on Academic Integrity* • **Food/Drink.** No food or drink is permitted in the classroom with the exception of water in clear water bottles that must be consumed away from the computes.

INTRODUCTION TO MICROSOFT OFFICE
Course Syllabus

By signing, I acknowledge that I have read, reviewed (with my parent/student), and understand the **Introduction to Microsoft Office Syllabus.** In addition, I will comply with the expectations/policies as stated, along with the policies and regulations of AACPS and_____ High School.

Student

STUDENT'S NAME (PRINTED): _____Class period: _____

STUDENT SIGNATURE: _____

STUDENT EMAIL: _____
*Email address will be used for class related communications only

Parent

PARENT/GUARDIAN'S NAME (PRINTED): _____

PARENT/GUARDIAN SIGNATURE: _____

PARENT/GUARDIAN EMAIL: _____
*Email address will be used for class related communications only

PARENT/GUARDIAN CELL#: _____ WORK #_____

Information you would like me to know about the student: _____

_____

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