

# Business Issues Syllabus

Mrs. Kohl

Room 206

2008-2009

## **Course Description**

This required course covers topics such as career exploration, job searching and effective employee qualities. The remainder of the semester concentrates on units dealing with economics, budgeting, banking, credit, insurance, taxes and living on your own.

## **Objectives & Goals**

- Demonstrate knowledge of the seven-step decision making process as it relates to choosing a career.
- Understand a job application, cover letter and resume.
- Identify the purpose of job interviews and follow up letters.
- Create a personal portfolio.
- Understand rights and responsibilities of employers and employees.
- Compare the necessary components of job keeping skills and qualities of effective employees.
- Interpret and understand a household budget.
- Calculate compound interest as it relates to banking.
- Maintain and use a checking account.
- Comprehend credit such as personal loans, credit cards, etc.
- Recognize different types of insurance such as car, life, home/renters, and health.
- Calculate problems related to personal taxes.

## **Grading Scale**

95-100	A	77-79	C
92-94	A-	74-76	C-
89-91	B+	71-73	D+
86-88	B	68-70	D
83-85	B-	65-67	D-
80-82	C+	Below 65	F

## **Grade Components**

### Quarter Grade:

- 35% - in-class/homework assignments and projects
- 55% - quizzes and tests
- 10% - quarter projects

### Semester Grade

- 40% - Quarter 1 grade
- 40% - Quarter 2 grade
- 20% - Semester test

## **Homework Policy**

All homework is due at the beginning of the period unless otherwise stated.

### PER QUARTER:

- 1<sup>st</sup> assignment not turned in: Freebie
- 2<sup>nd</sup> assignment not turned in: Zero and 30 minute "teacher detention" after school
- 3<sup>rd</sup> assignment not turned in: Zero, detention and parents called
- 4<sup>th</sup> assignment not turned in: Referred to Mrs. Drees

## **Supplies**

- All computer assignments should be saved on the network in the V drive (Bus.Classes).
- A workbook will be provided to you at the beginning which includes notes and other important handouts. You will receive completion grades throughout the semester for your workbook. There will be a fee to replace your workbook.
- A folder is **recommended** to keep handouts and homework organized. KEEP EVERYTHING as you might need it for the semester test.
- You need to bring your class materials and a writing utensil every day to class.

**Absences**

- It is YOUR RESPONSIBILITY to get your makeup work and turn in according to the student handbook. If you miss labs or quizzes/tests, you will have to schedule a time to make it up.
- Work missed due to an unexcused absence will be recorded as a "0".
- Cheating will not be tolerated. Anyone caught cheating will receive a "0" for the assignment/test and will also be punished depending on the severity of the issue.

**Classroom Rules and Expectations**

1. Be responsible for your actions!
2. Be on time and be prepared.
3. Use time wisely in class.
4. Pay attention.
5. No food, candy, or beverages allowed.
6. Respect others and their property.
7. Refrain from disruptive behavior.
8. Only use programs with permission.
9. You must have your planner to leave.
10. Late assignments will be a ZERO.

**Other important items...**

- You must have permission to use the computers (other than for my class work). YOU ARE NOT ALLOWED TO PLAY ANY GAMES!
- The agenda will be on the board...get ready for class!
- Printing: you must have permission to print anything (besides my class work). If it's for personal use: 5 cents a page.

**TENTATIVE SCHEDULE**

<b>1<sup>st</sup> QUARTER</b>	<b>UNIT 1</b>	World of Work – career vs. jobs Decision making process: Deciding on a Career project Review and test
	<b>UNIT 2</b>	Searching for jobs; job applications Resumes and cover letters Interviews and thank you letters Review and test
	<b>UNIT 3</b>	1 <sup>st</sup> day on job/paychecks Employee qualities Laws in workplace Professional development on the job Review and test
<b>2<sup>nd</sup> QUARTER</b>	<b>UNIT 4</b>	Economics & consumer buying Budgeting Banking (savings and checking accounts) Review and test
	<b>UNIT 5</b>	Insurance Taxes Credit Review and test