

Name of School:

Name of Course: **Introduction to Business**

### **Instructor Information**

**Name:**

**E-mail address:**

**School phone number:**

**Web page address:**

**Best times to be reached:**

### **Course Description**

This course is aimed at helping the student understand basic business principles and how to apply them to everyday living. Topics for study come from the following areas: career planning (seeking, obtaining, and advancing), decision making, budgeting, checking and savings accounts, credit, investments, consumer buying, and the role of business in our economic system. Students may also elect to participate in a job shadowing experience. Workbook costs: approximately \$15.00.

### **District Standards and Power Benchmarks**

#### **Power Standards**

**The student will:**

1. Demonstrate a basic knowledge of the cyclical nature of business.
2. Prepare written and oral communication skills needed for the workplace.
3. Explore business opportunities that incorporate the use of various forms of technology.

#### **District Benchmarks**

**The student will:**

1. Utilize the decision making process in everyday business.
2. Develop an understanding of basic economic concepts.
3. Distinguish among the different types of businesses.
4. Analyze the various forms of insurance coverage.
5. Apply the characteristics of a wise consumer.
6. Formulate an overall banking strategy.
7. Develop interpersonal business skills while operating a student-run business.
8. Recognize the importance of financial planning.
9. Explore career planning and development.
10. Scrutinize consumer credit opportunities.

### **Course Information**

Course for students in grades 9, 10, 11, and 12.  
Length of course is one term.  
Course is worth .5 credits.

### **Course Outline/Calendar**

Economic Decisions and Systems (4 days)  
Economic Activity (4 days)  
Business Organization (4 days)  
Insurance (4 days)  
Consumers in the Global Economy (4 days)  
Money Management and Financial Planning (4 days)  
Savings and Investment Strategies (4 days)  
Career Planning and Development (5 days)  
Consumer Credit (4 days)  
Entrepreneurship and Small Business Management (4 days)  
Final Exam (1 day)

### **Text/Other Required Materials/Resources**

Textbook – Introduction to Business by Dlabay, Burrow, and Egglund (2006).  
Study Guide for Introduction to Business by Dlabay, Burrow, and Egglund (2006).  
JA Company Program Student Manual.  
Notebook for homework and daily notes.  
Pen or pencil.

### **Instructional Procedures & Support**

Instructional procedures include silent reading, lecture, guided practice, independent practice, simulations, and group work.  
Students are responsible for asking the instructor for missed work after being absent.  
Students will be given two days for every day absent to make up missed assignments and tests.  
If missed work cannot be made up within this time frame, talk to the instructor about it in order to receive full credit.  
Late work will be accepted, but it will be worth only 70% of the original points.

### **Classroom Management Procedures**

Students follow directions the first time given.  
Students bring needed materials to class.  
Students are in their assigned seat when the bell rings or they will be counted tardy.  
Students are expected to respect other people in the classroom. Inappropriate comments or behavior will not be tolerated at any time.  
Students are expected to use time in class effectively.  
Students may only drink water during class (no food or other beverages).

### **Assessment Plan**

Assignments	45%
Tests	45%
Final Exam	10%

### **Grading System**

A	92 -100
B	83 – 91
C	68 – 82
D	60 – 67
F	0 – 59