



## Fundamentals of Business Management (S1 & S2)

2021-2022

<b>Instructor</b>	Megan Gagnon	<b>E-mail</b>	mgagnon@lhUSD.org	<b>Phone</b>	928-854-5001 ext 4158
<b>Class Information:</b>	<b>Room #:</b> J-219 <b>Office Hours:</b> Monday, Wednesday and Friday from 2:30 – 3:00 pm				
<b>Course Description:</b>	<p>This semester class will focus on both large and small businesses relative to: Developing Management and Leadership Skills, Marketing Concepts, Career Development, Communication Skills, Seeking Employment, Work Skills, and Business Technology. Integration of computer software such as Microsoft Word, PowerPoint, and Excel will be used in conjunction with extensive utilization of the Internet. Students will read current magazine and journal articles related to businesses, ethics and current events. Students will be able to complete and solve complex problems and use higher-thinking skills regarding the world of business. Students will create and work with items such as business letters, resumes, slideshow presentations, and web sites. In addition, students will begin building oral communication skills through class presentation of projects and will be responsible for accurate essays and papers outlining and exploring project ideas.</p> <p>The course fee \$10 is used to purchase flash drives, color ink, paper/special paper, input devices, FBLA preparation/competition materials, and software.</p>				
<b>Prerequisite:</b>	<ul style="list-style-type: none"><li>• None</li></ul>				
<b>Course Learning Units:</b>	<ul style="list-style-type: none"><li>• Communication, Speech, Management, Leadership, Human Resources</li><li>• Resume, Business Letter</li><li>• Personal Finance, Business Ethics</li><li>• Supply Chain</li><li>• Marketing</li><li>• Small Business, Business Ownership</li><li>• Computer Technology</li></ul>				
<b>Major Course Assignments and Projects:</b>	<ul style="list-style-type: none"><li>• Marketing Project</li><li>• Persuasive Speech</li><li>• Creating a Resume</li></ul>				
<b>Text / Online Applications</b>	<b>Textbook Name:</b> Intro to Business <b>Google Classroom Code:</b> XXXXXXXX <ul style="list-style-type: none"><li>• <b>Required Apps with Login Info:</b> The majority of software used in class will use the student's Google Login.</li></ul>				

**GRADING/ASSIGNMENT PROCEDURES:**

80% of your overall grade is made up of the categories below; the other 20% comes from the final exam.

- The LHHS and CTE policy: Final exams account for 20% of the final course grade.

Grades are determined using a weighted average based on the following percentages:

- **ASSIGNMENTS** (projects, classwork) .....60%
- **TESTS** (unit exams, tests, quizzes) .....20%

ACTIVE PARTICIPATION IS MANDATORY for all students.

**Grading Scale**

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

**Late Work**

1. One day late = One grade reduction
2. Two days late = Two grade reductions
3. Three days late = Automatic Zero credit

**Attendance & Absence:**

A parent or guardian must notify the attendance office by phone or in writing on the day of the absence. Once on school grounds, a student may not leave campus without permission and without signing out in the attendance office.

**Tardiness:**

A student not in his/her assigned seat when the tardy bell rings is considered tardy. A student who is tardy to his/her first class of the day must report directly to the attendance office and not go directly to class. It is the student's responsibility to have a pass if they are late to the other class periods.

**Absent Work:**

A student is allowed 1 day to make up work for each day he/she is absent. (2 days absent= 2 days to make-up work, etc.) Students are responsible for seeing me before or after class as well as checking Google Classroom to find any missed assignments. DO NOT ask me what you missed after the bell rings to begin class.

**District Homework Policy**

**Purpose:**

- Homework should be purposeful, intentional, and relevant to instruction.
- All types of homework should promote high-quality learning and achievement.
- Teachers introduce new concepts, information, and skills in school, **not** in homework.

**Time:**

- Time spent on homework should be purposeful in terms of learning and skill acquisition.
- Homework may be assigned on a daily or long-range basis where students can expect an average of 70 to 120 minutes per night encompassing all subject areas.

**Academic Dishonesty:**

Academic dishonesty will not be tolerated under any circumstances. Cheating, copying, or plagiarism of any form will result in failure of the assignment, disciplinary referral, and a parent contact. (See Student Handbook)

**School Behavior and Expectations:**

Students are responsible for abiding by the Student Code of Conduct located in the Student Handbook.

**Cell Phone Policy:**

Upon entering the classroom, cell phones must be silenced and placed in a cell phone holder unless being used with a teacher BYOD plan. When staff members ask students for their cell phones, refusal to turn the cell phone over may be treated as insubordination. Cell phones may be in use during passing period and during their lunch period. Students may not use their phones to take pictures. Air Pods, Ear Buds, and Headphones will be treated as a cell phone violation. Inappropriate use of smartwatches and other smart technology will also be treated as a cell phone violation.

**Dress Code:**

The district dress code will be strictly enforced. If you are not dress code compliant, you will be sent to the office. (See Student Handbook)

**Computer Use Policy**

Computer use and access to the internet are provided to students for academic and research reasons. Access is a privilege. Students must demonstrate responsibility. The following are not permitted:

1. Sending, accessing, downloading or displaying offensive messages or pictures.
2. Using profanity or obscene language.
3. Damaging computers, systems or networks; installing an alternate browser in F drive.
4. Violating copyright laws and regulations.
5. Harassing, insulting or attacking others.
6. Using school computers or networks for personal gain.
7. Using and sharing of passwords of others.
8. Accessing personal electronic mail.
9. Using school computers or networks without authorization or in an inappropriate manner.
10. Uploading, downloading or installing any program not approved by the administration
11. Failing to log off

**Classroom Expectations and Rules**

1. Students are expected to be in their seats by the time the tardy bells rings. Those who are not seated are considered tardy and will be given a tardy.
2. All students are expected to behave appropriately and be courteous and respectful to fellow classmates. Absolutely no profanity.

3. Every student must participate in all daily discussions and activities. Participation is a way to actively engage students in classroom communication.
4. All students must have all necessary materials at the start of class. Students are expected to complete all daily notes and all classroom assessments and homework. Failure to complete notes and assignments will result in lower overall classroom grade.
5. Students are to begin class everyday by completing bellwork at the start of class.
6. All students are responsible for collecting and completing notes and assignments when they are absent. Students will be given two days to complete missing work for full credit and will be allotted a total of five days to turn in missing assignments for partial credit. Failure to turn in missing work will result in a zero in the grade-book.
7. Students are able to use computers for school work only, and must be given permission from the teacher. All school policies will be enforced during the time the student uses the computer.
8. No food or drinks are allowed in the classroom.
9. Talking, whispering, or making unnecessary noise or commotion is not permitted. This distracts from the concentration of other students. No one is permitted out of their seat unless they are given permission.
10. Sleeping is prohibited in class.
11. Inappropriate behavior is not allowed and will result in disciplinary action.
12. All violations of rules will be reported to the Administration.

Location of Use and Wireless Access

Wi-Fi: LHUSD-Guest Password: guestpassword

