

Course Syllabus

Randleman High School

Course Title: Business Essentials

Teacher: Keith Simmons

Contact Information:

Keith Simmons
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Randleman, NC 27317
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Course Pre-requisites (if applicable): n/a

Course Description:

This course will introduce students to realistic business and finance principles by examining fundamental economic concepts, the business environment, and primary business activities. Through workplace scenarios and problem-based learning, students will explore business ethics, customer relations, economics, financial analysis, human resources management, information management, marketing, operations, and business technology.

Student Learning Objectives: The [CTE Course Management System](#) includes the course standards, course information, and career pathway. Equipment and technical guides can be found on [NCCTE Admin](#). The following essential standards are covered in this course:

- 1.00: Understand ethics.
- 2.00: Understand the business environment.
- 3.00: Understand business management.
- 4.00: Understand business operations.
- 5.00: Understand business technology.
- 6.00: Understand the job search process.

Required Textbooks/Materials:

- o Binder and Notebook
- o Pencils and Pens
- o Color Pencils and Markers

Textbook use and return policy: n/a.

Grading Policy

Grading Scale

| | |
|----------|---|
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 60 – 69 | D |
| Below 59 | F |

Percentages/Weights

Major Assessments - 60%
Minor Assessments - 40%

Course and Instructor Policies

Procedures

- A. Make up work:
 - o See RHS student handbook
- B. Make up time:
 - o See RHS student handbook
- C. Extra credit:
 - o Will be given at different times throughout the semester – will be announced to students in class
- D. Late work:
 - o Will be accepted, but student will not receive full credit for the assignment
- E. Attendance:
 - o See RHS student handbook
- F. Behavior:
 - o See RHS student handbook
- G. Bathroom
 - o Cannot use the bathroom during the first 20 and last 20 minutes of class or during teacher instructions or lecture.
 - o Must sign out when you leave and sign in when you return.
 - o Take the hall pass with you.
 - o If you abuse this policy, other actions will be taken.
- H. Remediation/tutoring opportunities:
 - o Period Remediation or by appointment

Rules

- A. Be in your seat and begin working on your bell ringer when the tardy bell rings.
- B. Be prepared for class.
- C. No talking during teacher instructions or lectures
- D. Be respectful of others
- E. Abide by RCS's Technology Acceptable Use Policy

Please **do not** detach this portion of the syllabus. This will need to remain intact. Thank you.

I have reviewed the course syllabus and understand the expectations and requirements.

(Student Name)

(Date)

(Parent Name, Email and Contact Number)

(Date)



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