

# BUSINESS FUNCTIONS & OPERATIONS

<b>Teacher:</b>	Mr. P. L. Gould
<b>Conference:</b>	3 <sup>rd</sup> and 4 <sup>th</sup> Period
<b>Contact Information:</b>	pgould@rochester.k12.mi.us
<b>Textbook:</b>	Principles of Business, 9e; Dlabay, Burrow, and Kleindl
<b>Materials:</b>	Textbook, notebook, computer (supplied)

## COURSE DESCRIPTION

### MARKETING AND ADVERTISING

20 WEEKS

GRADES: 9 - 10

PREREQUISITE: NONE

**Business Functions and Operations** is a business course that provides the framework for pursuing additional business courses. This course acquaints students with the five functions of business: Production, Merchandising, Operations, Accounting and Finance, and Management. Students will also explore concepts in economics, entrepreneurship, human resources, risk management, credit and careers in business. Business skills including communication, interpersonal dynamics, presentation, and critical thinking skills are emphasized.

## GRADING PROCEDURES

- **Daily Assignments, Tests & Quizzes:** Assignments on all topics covered will be given frequently. Assignments, Tests/Quizzes, etc. are worth 100 points (ea).
- **Project / Application:** Students will explore real-world business situations, which will utilize a variety of software applications learned in class and act as a review for any summative examinations.
- All points are totaled at the end of each quarter to determine the grade for each card marking period.

## Homework Policy:

Students who are absent from class, should make arrangements to make up their work. When absent, it is YOUR responsibility to find out what you missed by looking at Moodle or talking to the Teacher directly. For every day you absent you have **One** day to make it up. For example: If you are absent on Monday, you return to school on Tuesday and ask about the work missed, the work you missed is then handed in physically or electronically on Wednesday. If you ask for the work on Wednesday it is now late and it **will not** be graded.

## Grading Scale

SCALE	
A	93 - 100
A-	92 - 90
B+	89 - 87
B	86 - 83
B-	82 - 80
C+	79 - 77
C	76 - 73
C-	72 - 70
D+	69 - 67
D	66 - 63
D-	62 - 60
E	59 and below

- Students that continue to forget to turn in work or obviously are not concentrating their efforts in class on the assignments given; will be asked to stay after school (with notice) to make up assignments missed.

### Student Responsibilities:

- Students must be in class daily, since assignments cannot generally be taken home. Do not be tardy! It is recorded!
- Students are to respect the equipment and notify the teacher if there are any problems with the equipment. Students will abide by all regulations outlined in the **RHS Secondary Acceptable Technology Use Agreement** (see student handbook for more information). **ABSOLUTLY NO DOWNLOADING OF GAMES, MUSIC OR CHAT ROOMS. NO SOCIAL NETWORKING!** E-mail is permitted to send and retrieve assignment. **Electronic devices may be used when the classroom teacher instructs the students to do so!**
- Workstations must be paper free at the end of each hour and the chairs pushed in. If not followed, points will be deducted from your grade.

### CHEATING:

IF THE INSTRUCTOR SUSPECTS ANY STUDENT OR STUDENTS OF CHEATING ON ANY ASSIGNMENT, QUIZ OR EXAM, THEY WILL RECEIVE A ZERO ON THAT ASSIGNMENT, QUIZ OR EXAM AND A TELEPHONE CALL HOME TO THEIR PARENT OR GUARDIAN. FURTHER ACTION MAY FOLLOW.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT / GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_