


Course of Study-Introduction to Business (BBI20)

1. Course Details

<p>Lawrence Park C.I.</p>  <p>TDSB</p>	<p>Teachers: P. Cullen, K. Lau, S. Manuel</p> <p>Faculty: Social Sciences</p> <p>Faculty Office Phone: 416.393.9500 Extension 20219</p> <p>Name of ACL: T. Boylan</p> <p>ACL Contact: Phone: 416.393.9500, Extension 20219 Email: tasha.boylan@tdsb.on.ca</p> <p>Textbook: The World of Business (for reference purposes)</p>	<p>Date revised: September 2015</p> <p>Course Name: Introduction to Business</p> <p>Course Code: BBI20</p> <p>Prerequisite Course Code: None</p> <p>Credit Value: 1.0</p> <p>Essential Resource Materials: Computer access</p>
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2. Overall Goals

Overall Expectations:
By the end of this course students will:

Business Fundamentals:

- **By the end of this course, students will:**
- Demonstrate an understanding of how businesses respond to needs, wants, supply, and demand;
- Compare types of businesses;
- Demonstrate an understanding of ethics and social responsibility in business;
- Demonstrate an understanding of the benefits and challenges for Canada in the field of international business.

Functions of a Business:

- **By the end of this course, students will:**
- Explain the role of production in business;
- Explain the role of human resources in business;
- Demonstrate an understanding of sound management practices in business;
- Demonstrate an understanding of the importance and role of marketing in business;
- Demonstrate an understanding of the importance and role of accounting in business;
- Demonstrate an understanding of the importance and role of information and communication technology in business.

Finance:

- **By the end of this course, students will:**
- Demonstrate an understanding of income and spending issues facing individuals and businesses;
- Demonstrate an understanding of how banks and other financial institutions operate;
- Demonstrate an understanding of effective investment practices;
- Analyse the role and importance of credit in personal and business finance

Entrepreneurship:

- **By the end of this course, students will:**
- Describe characteristics and skills associated with successful entrepreneurs and demonstrate an understanding of the contributions to Canadian business of selected entrepreneurs;
- Analyse the importance of invention and innovation in entrepreneurship.

3. Learning Skills and Work Habits

Evaluated on Report Card as:
E (excellent); G (good); S (satisfactory); N (needs improvement)

The Learning Skills demonstrated by a student in every course are evaluated in the following six categories: Responsibility, Organization, Independent Work, Collaboration, Initiative, and Self-Regulation. The Learning Skills are evaluated using a four-point scale. The goal for each student is to improve Learning Skills which will translate into improved student's overall success.

In addition, completion of the assigned homework/assignments on time will contribute to student's success. We also know that regular attendance in all classes is essential for success; please avoid scheduling appointments during school time.

Students are expected to demonstrate academic honesty on all assignments, presentations, tests, and examinations. Students who cheat or plagiarize will receive a mark of zero for the assignment, presentation, test, or examination.

Responsibility	<p>The Student:</p> <ul style="list-style-type: none"> - fulfils responsibilities and commitments within the learning environment; - completes and submits class work, homework, and assignments according to agreed-upon timelines; - takes responsibility for and manages own behaviour.
Organization	<p>The Student:</p> <ul style="list-style-type: none"> - devises and follows a plan and process for completing work and tasks; - establishes priorities and manages time to complete tasks and achieve goals; - identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks
Independent Work	<p>The Student:</p> <ul style="list-style-type: none"> - independently monitors, assesses, and revises plans to complete tasks and meet goals; - uses class time appropriately to complete tasks; - follows instructions with minimal supervision
Collaboration	<p>The Student:</p> <ul style="list-style-type: none"> - accepts various roles and an equitable share of work in a group; - responds positively to the ideas, opinions, values, and traditions of others; - builds healthy peer-to-peer relationships through personal and media-assisted interactions; - works with others to resolve conflicts and build consensus to achieve group goals; - shares information, resources, expertise and promotes critical thinking to solve problems and make decisions
Initiative	<p>The student:</p> <ul style="list-style-type: none"> - looks for and acts on new ideas and opportunities for learning; - demonstrates the capacity for innovation and a willingness to take risks; - demonstrates curiosity and interest in learning; - approaches new tasks with a positive attitude; - recognizes and advocates appropriately for the rights of self and others
Self-Regulation	<p>The student:</p> <ul style="list-style-type: none"> - sets own individual goals and monitors progress towards achieving them; - seeks clarification or assistance when needed; - assesses and reflects critically on own strengths, needs, and interests; - identifies learning opportunities, choices, and strategies to meet personal goals.

4. Teaching/Assessment and Evaluation Strategies – Course Work (70%)

Students will demonstrate achievement of all the overall expectations of the course. Missed and/or incomplete assignments will have an impact on the final grade where there are a significant number of curriculum expectations that have not been evaluated because of missed assignments. Timelines and units may be adjusted to accommodate student needs.

Unit #	Culminating Tasks	Achievement Chart Focus	Timelines
1. Business Fundamentals	Unit Assessment(s)	K/I/C/A	Sept-Nov
2. Functions of a Business	Unit Assessment(s)	K/I/C/A	Dec-Feb
3. Entrepreneurship	Unit Assessment(s)	K/I/C/A	Feb-Mar
4. Finance	Unit Assessment(s)	K/I/C/A	Mar-Apr
5. Summative Project		K/I/C/A	May-June

4. Teaching/Assessment and Evaluation Strategies – Final Evaluation (30%)

All students must take part in the culminating activities for each course at every grade level of study

Summative Tasks	Achievement Chart Focus	Weighting
Business Project	K/I/C/A	30%

5. Achievement Chart

Achievement Categories For Course Work (70%)	Description	Weighting
Knowledge/Understanding	<ul style="list-style-type: none"> - knowledge of facts and terms - understanding concepts, principles, and theories - understanding of relationships between concepts 	20 %
Thinking	<ul style="list-style-type: none"> - critical thinking skills(analyzing, detecting bias) - creative thinking (problem solving) - inquiry skills (formulating questions; conducting research; analyzing, interpreting, and evaluating information; drawing conclusions) 	15 %
Communication	<ul style="list-style-type: none"> - communication of information and ideas - use of visuals and technology – multimedia - oral communication (debates, discussions, listening skills, role-playing) - written communication (short essays, writing in role) 	15 %
Application	<ul style="list-style-type: none"> - application of concepts, skills, and procedures - transfer of concepts, skills, and procedures to new ideas - making logical conclusions or generalizations - making predictions and planning course of action 	20 %

6. Term Grades for Provincial Reports

Term Grades for Provincial Reports throughout the Year

The grade for each term/reporting period is based on the evaluations that have been conducted to that point in the course and will be preliminary and tentative. They will be based on the most consistent level of achievement to that point in time, but some of the overall expectations, strands, and units will not have been addressed. The students' grades will most likely change when the students' entire work is evaluated by the end of the course.

Reporting Cycle

Reporting Cycle 1:	September 3 rd – October 30 th Report Card - November 12th
Reporting Cycle 2:	November 3 rd – January 20 th Report Card - February 11th
Reporting Cycle 3:	January 20 th – March 4 th Report Card - April 14th
Reporting Cycle 4:	March 30 th - June 27 th Final Report Card Pick Up From July 4th to 10th
Exam Review Days:	June 27 th (9 am to 11 am only)

7. Communication

In addition to class time, students can receive additional assistance from:

Subject teachers before/after school, during lunch hour or by appointment.

Academic Support Centre - daily from 8:20 a.m. – 3:50 p.m. in room 107

FIFI - Find It Finish It from 8:35 - 9:35 am on October 30th, January 22nd, and March 26th.