

<b>RICHVIEW COLLEGIATE INSTITUTE</b> Student Course Outline/Parent Information Sheet
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<b>Program Area:</b> Business Studies	<b>Course Name:</b> Introduction to Business
<b>Course Code:</b> BBI 201	<b>Level:</b> Open
<b>Prerequisite:</b> None	<b>Credit Value:</b> 1.00
<b>Teacher:</b> B.Zapfe	<b>Email:</b> brendan.zapfe@tdsb.on.ca

**Cost of Textbook/equipment replacement:** \$80.00

**Textbooks(s)/Resources:** The World of Business: A Canadian Profile – 5th Edition, Lorie Guest, Jack Wilson and David Notman Nelson Thomson Learning, 2007

### **COURSE DESCRIPTION:**

This course introduces students to each of the major areas of business: the basics of business operation, the role and applications of technology in business, the role and characteristics of entrepreneurs, management, accounting, marketing, and international business. This introductory course aims to ensure that students acquire a general understanding of the role and nature of business while developing personal management skills relating to financial decisions, planning, and budgeting. It will build a solid foundation for students who wish to pursue business studies in greater depth or who wish to develop the knowledge and skills they need in the area of business in their everyday lives.

### **CURRICULUM STRANDS (UNITS) and OVERALL EXPECTATIONS:**

#### **UNIT 1: 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.

#### **UNIT 2: 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.

#### **UNIT 3: 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.

## UNIT 4: 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.

### Assessment and Evaluation

Assessment and Evaluation are based on the expectations and levels of achievement outlined in the provincial curriculum document for each subject. A wide range of assessment and evaluation opportunities allows students to demonstrate their learning in a variety of ways. This information provides the basis for reporting student grades on the Provincial Report Card.

A final mark will be calculated using the following categories or strands.

### 70% of the final mark will be based on evaluations conducted throughout the course

*All four achievement categories/strands do not need to be evaluated in each evaluation task.*

Communication (25%)	Knowledge/Understanding (25%)	Thinking and Inquiry (25%)	Application/Making Connections (25%)
<i>Business Practices In Class Work Presentations</i>	<i>Tests/Quizzes Assignments</i>	<i>Tests/Quizzes Assignments</i>	<i>Assignments Case Studies Summative Application Exam</i>

### 30% of the final mark will be based on a final evaluation in the form of culminating activities

**Components of Summative Evaluation:** 1. Final Examination 30%

**\*\* A detailed explanation of the culminating activity will be distributed to students in the class.**

**Learning Skills:** *The report card provides a record of the learning skills, demonstrated by the student in every course in the following six categories: **Responsibility, Independent Work, Initiative, Organization, Collaboration, Self-Regulation**. The learning skills are evaluated using a four-point scale (E-Excellent, G-Good, S-Satisfactory, N-Needs Improvement).*

*Please refer to the Student Agenda Planner for details regarding the Achievement Chart and Learning Skills.*

***It is Imperative that all students adhere to “Richview’s Evaluation Policy” regarding their 70% Term Work and 30% Culminating Activities.***

# MOBILE PHONE CLASSROOM CONTRACT

Mobile phones will be used to enrich, expand, and explore in this classroom. Utilizing mobile phones is a privilege that comes with expectations, rules, and consequences. Review the information below, discuss it with your guardian, and mark the choice that is appropriate for your family. Sign and return the bottom portion to your teacher.

## Expectations for usage in the classroom:

- Phones will be used to connect to the internet for relevant classroom activities
- Phones will be used to seek information relevant to classroom activities
- Phones will be used to text discussions to secure, and student-privacy-protected, message boards
- Phones will be used to text questions to Google Answers and ChaCha Answers



## Rules for usage in the classroom:

- Phones will not be used to text /message for personal and/or social reasons during class
- Phones will be used responsibly
- Phones will be used only at times and for purposes directed by the teacher
- When texting/messaging for classroom purposes, students will only text/message information relevant to the class activity and will refrain from adding extraneous and/or inappropriate information
- When texting/messaging for classroom activities, student are permitted to use school-appropriate text abbreviations and slang

## Consequences for misuse:

Should a student be caught violating the rules above and/or engaging in activities that are obviously inappropriate for mobile phone use in the classroom the following will occur:

1st offense: Warning

2nd offense: Teacher secures phone and contacts parent. Parent must pick up the phone from school.

3rd offense: Student is no longer permitted to use mobile phone in class

Additionally, the teacher reserves the right to ban any student from mobile phone usage in class at any time should the mobile phone misuse be overwhelmingly inappropriate.

**GUARDIANS:** Mobile phone plans are costly, and this classroom wishes to respect your family's rules with regards to cell phone ownership and usage. Your student is NOT required to have or use a mobile phone for class; alternative methods will be presented for students who do not have mobile phones and/or wish to refrain from mobile-phone usage at school. Please fill out the information below regarding your family's decision about your student's mobile phone usage at school and have your student return it to his/her teacher.

.....  
**Please fill out the below and return it to your teacher**

I have reviewed the above information and agree to follow the rules for mobile phone usage for my class. I understand that if I fail to follow the above rules, I will receive the consequences listed above.

\_\_\_\_\_  
*Printed student name*

\_\_\_\_\_  
*Student signature and date*

I, the guardian of the student above, make the following choice about my student's mobile phone usage for class.

Yes, my student can use his/her phone for class

No, my student cannot use his/her phone for class

\_\_\_\_\_  
*Guardian printed name*

\_\_\_\_\_  
*Guardian signature and date*

# S.T.A.R. Contract

Students' educational achievements are dependent upon the supports they find at home, in the classroom, but most importantly it is dependent upon.

## Students Taking Academic Responsibility

The following procedures, policies, & expectations are in place to ensure that each student is given the best opportunity & advantage to be successful in class!

### Classroom Expectations

**BE PREPARED** – The student will come to class ready to learn every day. This includes:

- being to class on time & seated before the bell rings
- having a positive attitude (as often as possible ☺ )
- having all required materials

**\*\*NOTE:** If a student is consistently unprepared, (s)he will receive a referral.

### **BE RESPECTFUL**

- Respect yourself. Respect the teachers. Respect your classmates.
- Follow all class & school rules.
- Do not talk while a teacher is teaching or giving instructions.
- Listen to what others have to contribute.
- If you have something to share, raise your hand, wait until you are acknowledged, & then share.
- **There is a Zero Tolerance Policy for demeaning, derogatory, or destructive attitudes & behaviors towards teachers or classmates**

### **BE RESPONSIBLE**

- Pay attention, listen to directions, & do what is expected the first time.
- Do all of your classwork/homework & turn it in on time (legible, labeled, & correct mechanics).
- Keep your binder organized (legible, labeled, & neat work).

### **BE AN ACHIEVER**

- Do your best in everything. Try your hardest. Aim for success. Strive for excellence.

### Homework Policy

Homework is immediately applicable to that day's lesson; it's expected that homework is completed as neatly & accurately as possible by the assigned due date. Unless a student is absent, homework that's accurately & neatly completed can be turned in up to one day late for 50% credit; otherwise, a student will **not** receive credit for the assignment. Encourage students to complete any late assignments as this will provide good practice on the particular skill set. **\*\*NOTE: This policy may change at the discretion of the teacher.**

### Cheating & Plagiarism

This class has a **Zero Tolerance Policy** for any forms of cheating &/or plagiarism. This includes students who copy work that is not theirs, students who allow others to copy their work, students who take another person's words/ideas as their own, & students whose work lacks citations to indicate where the information was taken.

In our class, the policy is as follows: students will receive a zero on the assignment; they will be expected to redo the assignment honestly and independently for no credit; and depending on the severity & frequency of the academic dishonesty, students will receive a referral or direct detention. Academic dishonesty is a serious offense and is not tolerated in middle school, high school, or college. Mrs. B feels that should a student choose to cheat or plagiarize, it's best to understand the ramifications of that choice early, before there are long lasting consequences that could negatively & permanently impact a student's academic future.

# **Sequence of Consequences**

Below are the steps that the teacher will take in class if any student is misbehaving. Please note that depending on the severity of the situation & the student's behavior, respectfulness, &/or ability to regain composure, the teacher may take actions out of the sequential order.

1. If misbehavior occurs, student will receive a Verbal Warning & his/her behavior will be Redirected.
2. If misbehavior continues, the student will receive a Referral.
3. If misbehavior continues, the student will receive a Direct Detention, be Removed from Class &/or Sent to the Office

# **Absences**

If absent, **it's the responsibility of the student to make-up any missing assignments/assessments**. The student is responsible for setting up a time to meet with the teacher to discuss what was missed. Any missed work or assessments will be located in a designated area in the classroom; it's the student's responsibility to collect missing work & record the week's assignments in the agenda planner. Per the school's policy, students will be given one day for each **excused** day of absence to make up their work. For extenuating circumstances, contact the teacher as soon as possible. If a student needs more time to complete an assignment, these situations will be addressed on a case-by-case basis; however, the final decision is the teachers.

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## **PLEASE PRINT LEGIBLY & RETURN THIS PAGE TO CLASS!!**

Student Name \_\_\_\_\_

**Parent / Guardian Contact Information:** Please provide **ALL** information

Parent #1 - Full Name \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Phone Number to Best Reach You ( \_\_\_\_\_ ) \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

Parent #2 - Full Name \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Phone Number to Best Reach You ( \_\_\_\_\_ ) \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

Parents/Guardians, please read & sign after the following statement:

I have read & understand the classroom information outlined in the S.T.A.R. Contract. I will do my best to help my student follow these procedures.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

Students, please read & sign after the following statement.

I agree to abide by the classroom information outlined in the S.T.A.R. Contract. I will also try to help others to follow these procedures. I promise to put forth my best effort & to challenge myself as a learner every day in E/LA.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**