

Lyons High School

Course Syllabus – Business Essentials

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Room: 131	Course Length: Spring Semester	Business Management & Admin Career Cluster Finance Career Cluster

Course Description

This is a core course designed to give students an overview of the business, marketing and finance career cluster occupations. Students will develop an understanding of how academic skills in mathematics, economics, and written and oral communications are integral components of success in these occupations. Students will examine current events to determine their impact on business and industry and legal and ethical behavior, acquire knowledge of safe and secure environmental controls to enhance productivity, determine how resources should be managed to achieve company goals, and identify employability and personal skills needed to obtain a career and be successful in the workplace. As students learn about different types of business ownership, they will interpret industry laws and regulations to ensure compliance, identify principles of business management, and analyze business practices to determine ethics and social responsibilities.

Course Competencies/Learning Objectives

- Academic Foundations - Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.
- Communications - Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.
- Ethics and Legal Responsibilities - Know and understand the importance of professional ethics and legal responsibilities.
- Technical Skills - Use the technical knowledge and skills required to pursue the targeted careers for all pathways in the career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.
- Emotional Intelligence - Employ and manage techniques, strategies, and systems used by management to foster self-understanding and enhance business relationships.
- Entrepreneurship - Assess entrepreneurship/small-business management-career information to enhance opportunities for career success.
- Financial Analysis – Understand how to maintain, monitor, plan, and control the use of financial resources to protect an entrepreneur and business’s fiscal well-being.
- Information Technology Applications - Use information technology tools specific to the career cluster to access, manage, integrate, and create information.
- Marketing - Manage marketing activities to facilitate business development and growth.
- Employability and Career Development - Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand

the importance of entrepreneurship skills.

Required Text

- Principles of Business 8e

Required Supplies

- School issued laptop
- Pencil
- Paper

Student Evaluation/Grading

The following grading scale will be used:

A	100-90
B	89-80
C	79-73
D	72-68
F	67-0

Tests and Projects	25%
Quizzes and Bellwork	10%
Assignments	50%
Final	15%

Classroom Expectations

- Arrive to class on time
- Be prepared
- Respect your classmates and teacher
- Give your all, all the time
- Be responsible for your actions
- No eating, drinking (Only clear water bottles allowed), cell phones, or iPods permitted in the classroom

Attendance Policy

Regular and prompt class attendance is an essential part of the educational experience. Lyons High School expects students to exercise good judgment regarding attendance and absences. Students will accept full responsibility for ensuring their work does not suffer because of absences. All students are expected to attend every scheduled class on time. Exceptions may be made for illness and valid emergencies.

Tardy Policy

Tardies are a classroom disruption and will be handled as a disciplinary action. Students are expected to be in their assigned seats and ready to start when the bell rings. This includes having a pencil and paper ready to use and being logged in and ready to use their computer.

Assignment/Make Up Policy

Make up work will be completed after school, or before school with special permission from the teacher concerned. This applies to all athletes and students who have jobs after school. The student is responsible for asking for their assignment from their instructors.

Plagiarism/Cheating

Plagiarism is the practice of copying words, sentences, images, or ideas for use in written or oral assessments without giving proper credit to the source. Cheating is defined as the giving or receiving of illegal help on anything that has been determined by the teacher to be an individual effort. Both are considered serious offenses and will significantly affect your course grade.