



**Business Foundations Syllabus
CHS/PRCTC Department**

Contact Information: Parents may contact me by phone, email, or visiting the school.

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CCSD Vision Statement: The Chillicothe City School District will provide tomorrow's leaders with a high quality education by developing high expectations and positive personal relationships among students, staff, and community members.

CCSD Mission Statement: The Chillicothe City School District empowers students to learn, to lead, and to serve.

**Course Description and Prerequisite(s) from Course Handbook:
Business Foundations - 401 (Every Year)**

Subject Code: 141000

Prerequisite: None

Grade: 9-12

Graded Conventionally

Credit: 1

Course Description:

This is the first course for the Business and Administrative Services, Finance and Marketing career fields. It introduces students to specializations within the three career fields. Students will obtain knowledge and skills in fundamental business activities. They will acquire knowledge of business processes, economics and business relationships. Students will use technology to synthesize and share business information. Employability skills, leadership and communications and personal financial literacy will be addressed.

Required: 120-150 hours per course

Course Fee: Students will have the opportunity to be a part of a Career Tech Student Organization (BPA) as part of this course. Students who choose to be a part of the program's respective Career Tech Student Organization will have opportunities to be student officers, attend leadership activities, and participate in various leadership and skill competitions. Students who wish to be a part of

the program's respective Career Tech Student Organization will be required to pay the dues associated with the organization prior to participation in activities outside the normal classroom. **\$40 for BPA Membership**

Learning Targets: Defined below for clarity are the Unit Titles, Big Ideas of every Unit taught during this course, and the Essential Questions to be answered to better understand the Big Ideas. A student's ability to grasp and answer the Essential Questions will define whether or not he or she adequately learns and can apply the skills found in Big Ideas. This will ultimately define whether or not a student scores well on assessments administered for this course.

- **1st Quarter**

- **Unit I Title: Business Employability Skills**

- **Big Idea #1:** I can develop a career awareness and employability skills (e.g., face-to-face and online) needed for gaining and maintaining employment in diverse business settings.
 - *Essential Question #1: How can I identify the knowledge, skills and abilities necessary to succeed in careers?*
 - *Essential Question #2: How can I identify the scope of career opportunities and the requirements for education, training, certification, licensure and experience?*
 - *Essential Question #3: How can I identify the scope of career opportunities and the requirements for education, training, certification, licensure and experience?*
 - **Big Idea #2:** I can develop a career plan that reflects career interests, pathways and secondary and postsecondary options.
 - *Essential Question #1: What is the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles?*
 - *Essential Question #2: How can I recognize different cultural beliefs and practices in the workplace and demonstrate respect for them?*
 - *Essential Question #3:*
 - **Big Idea #3:** I can choose a career in business, marketing and/or finance and determine the education

and skills necessary for those careers; and develop a plan for reaching career goals.

- *Essential Question #1: What are the career interests do you have?*
- *Essential Question #2: What careers match your interests, skills and abilities?*
- *Essential Question #3: What are the requirements needed for you to reach your chosen career?*

○ **Unit II Title: Leadership and Communication in Business**

- **Big Idea #1:** I can process, maintain and evaluate information in business, while developing leadership and team building to promote collaboration.
 - *Essential Question #1: How can I identify and use verbal, nonverbal and active listening skills to communicate effectively?*
 - *Essential Question #2: How can I communicate information (e.g., directions, ideas, vision and workplace expectations) for an intended audience and purpose?*
 - *Essential Question #3: How can I use proper grammar and expression in all aspects of communication?*
- **Big Idea #2:** I can use interpersonal skills to provide group leadership, promote collaboration and work in a team.
 - *Essential Question #1: What is the importance of work ethic, accountability and responsibility?*
 - *Essential Question #2: How does work ethic demonstrated in fulfilling personal, community and workplace roles?*
 - *Essential Question #3: How can people communicate (verbally and non-verbally)?*
- **Big Idea #3:** I can learn the typical skills and learn cultural differences necessary to be a successful business person.
 - *Essential Question #1: How can language barriers affect business careers?*
 - *Essential Question #2: What are some cultural differences that need to be addressed in the workplace?*
 - *Essential Question #3: How should cultural differences be respected in the workplace?*

- **2nd Quarter**
 - **Unit III Title: Knowledge Management and Information Technology**
 - **Big Idea #1:** I can demonstrate current and emerging strategies and technologies used to collect, analyze, record and share information in business operations.
 - *Essential Question #1: How can I select and use software applications to locate, record, analyze and present information (e.g., word processing, email, spreadsheet, databases, presentation and internet search engines)?*
 - *Essential Question #2: How can I explain ways that technology impacts business activities?*
 - *Essential Question #3: How does the various social media vary in their impact/reach to customers?*
 - **Big Idea #2:** I can examine information management and the impact of technology on business activities and how they will utilize presentation software to present their findings.
 - *Essential Question #1: What are the different ways people communicate?*
 - *Essential Question #2: How does hearing and listening differ in your personal life as well as in business?*
 - *Essential Question #3: How do different types of information require different ways to communicate it with others?*
 - **Big Idea #3:** I can learn how to manage and interpret data.
 - *Essential Question #1: What are the various ways to get information to your audience (spreadsheet and social media)?*
 - *Essential Question #2: How can personal social media affect you and the business you are working for?*
 - *Essential Question #3: What types of social media are available to support business brand and strategy?*
 - **Unit IV Title: Business Literacy**
 - **Big Idea #1:** I can develop foundational skills and knowledge in entrepreneurship, financial literacy and business operations.

- *Essential Question #1: How can I identify types of businesses, ownerships and entities (e.g., individual proprietorship, partnerships, corporations, cooperatives, public, private, profit and non-profit)?*
 - *Essential Question #2: What is supply and demand on products and services?*
 - *Essential Question #3: How can I identify the effect of supply and demand on products and services?*
 - **Big Idea #2:** I can determine the best business ownership type for profit and non-profit companies.
 - *Essential Question #1: What are the three basic types of business ownership?*
 - *Essential Question #2: What is the difference between public and private business?*
 - *Essential Question #3: What is the difference between profit and non-profit?*
 - **Big Idea #3:** I can identify, eliminate and transfer risk?
 - *Essential Question #1: What are the four ways to handle risk?*
 - *Essential Question #2: How can risk be minimized?*
 - *Essential Question #3: What types of insurance will you need for your business to handle risks with your company and life?*
- **MID-TERM EXAM**
 - **3rd Quarter**
 - **Unit V Title: Financial Management**
 - **Big Idea #1:** I can use financial tools, strategies and systems to develop, monitor and control the use of financial resources to ensure personal and business financial well-being.
 - *Essential Question #1: How can I create, analyze and interpret financial documents (e.g., budgets and income statements)?*
 - *Essential Question #2: How can I identify tax obligations?*
 - *Essential Question #3: How can I review and summarize savings, investments strategies and*

purchasing options (e.g., cash, lease, finance, stocks and bonds)?

- **Big Idea #2:** I can identify credit types and their uses in order to establish credit.
 - *Essential Question #1: How can I identify ways to avoid or correct debt problems?*
 - *Essential Question #2: How can I explain how credit ratings and the criteria lenders use to evaluate repayment capacity affect access to loans?*
 - *Essential Question #3: How can I review and summarize categories (types) of insurance and identify how insurances can reduce financial risk?*
- **Big Idea #3:** I can compare and contrast different banking services available through financial institutions.
 - *Essential Question #1: How can I identify income sources and expenditures?*
 - *Essential Question #2: What are the ways to open bank accounts, what do you need?*
 - *Essential Question #3: What are ways to access your bank accounts?*
- **Unit VI Title: Business Activities**
 - **Big Idea #1:** I can relate business functions to business models, business strategies and organizational goal achievement.
 - *Essential Question #1: How can I explain the reasons that businesses an organizations exist and their role in society and describe types of business models?*
 - *Essential Question #2: How can I describe the business changes that are occurring in response to the external environment in which businesses operate?*
 - *Essential Question #3: How can I describe types of business activities or functions (e.g., accounting, finance, human resources management, information management, marketing, operations, sales and strategic management); the interactions among business functions or activities; and the differences implementation that occur in bug versus small business?*
 - **Big Idea #2:** I can explain forces that are driving business changes such as consumer demand and how

organizations are adapting to today's business environment for example proactive management.

- *Essential Question #1: How can I describe the need for and role of accounting and finance (e.g., understanding account treatment, verifying information, analyzing variances and guiding decision-making), and explain how they interact with and impact other business activities or functions?*
- *Essential Question #2: How can I explain the role and function of human resources management, describe its interactions with other functional areas, and identify its contributions to an organization?*
- *Essential Question #3: How can I explain the nature and scope of information management and its contributions to business operations?*
- **Big Idea #3:** I can describe marketing's role and function in business and its contributions to overall business strategy.
 - *Essential Question #1: How can I explain factors that motivate customers, clients and businesses to buy and actions employees can take to achieve the company's desired results?*
 - *Essential Question #2: How can I describe connections among business ethics, actions and results (e.g., influencing consumer behavior, gaining market share)?*
 - *Essential Question #3: How can I explain the nature of management and levels of management (e.g., front line, middle management and executive)?*
- **4th Quarter**
 - **Unit VII Title: Economic Principles**
 - **Big Idea #1:** I can relate principles and concepts of applied economics to business models, business activities and organizational goal achievement.
 - *Essential Question #1: How can I describe the concepts of economic goods and services, economics and economic activities (e.g., production distribution, exchange, consumption and circular flow of income model)?*
 - *Essential Question #2: How can I explain types of economic resources, competition and economic*

- systems (e.g., traditional, command and market), the systems' characteristics, their advantages and disadvantages and impact of business?*
- *Essential Question #3: How can I determine economic utilities created by business activities (e.g., time, place, possession, for or task)?*
 - **Big Idea #2:** I can determine types of business risks, (e.g., pure, speculative, natural, human and economic).
 - *Essential Question #1: How can I distinguish between gross and net profits, identify factors affecting a business's profit (e.g., demand, chance, pricing, expenses, costs and the economy), and recognize controllable and non-controllable expenses?*
 - *Essential Question #2: How can I determine the relationship between government and business, identify government agencies that facilitate trade and describe the impact of government regulations on business activities?*
 - *Essential Question #3: How can I explain the concept of productivity, how it is measured and its importance to business?*
 - **Big Idea #3:** I can I make sound business decision using economic information.
 - *Essential Question #1: What is the law of supply and demand, law of supply and the law of demand?*
 - *Essential Question #2: How does scarcity lead to economic choices?*
 - *Essential Question #3: How do businesses compete using price and non-price competition?*
 - **Unit VIII Title: General Business Processes**
 - **Big Idea #1:** I can relate business process design to organizational structure and organizational goal achievement.
 - *Essential Question #1: How do I identify types of business processes, their purposes (e.g., added customer value, increased efficiencies), their characteristics, their components (e.g., events, activities, decision points, and metrics) and their interrelationships?*
 - *Essential Question #2: How can I apply techniques, strategies and tools to develop,*

maintain and grow positive internal and external customer or client relationships?

- *Essential Question #3: How can I explain the nature of positive customer or client relations and their role in keeping customers and describe the importance of meeting and exceeding customer expectations?*
- **Big Idea #2:** I can provide internal and external relationship management building.
 - *Essential Question #1: How can I apply techniques and strategies to develop, maintain and grow positive relationships with employees, peers and stakeholders?*
 - *Essential Question #2: How can I describe the nature of organizational culture and its impact on business and interpret and adapt to a business's culture?*
 - *Essential Question #3: What is the importance of building relationships with your clients?*
- **Big Idea #3:** I can apply tools, strategies and processes to plan, create, implement, monitor and evaluate social media communications to support corporate brand and strategy.
 - *Essential Question #1: How can I describe the impact of a person's social media brand on the achievement of organizational goals?*
 - *Essential Question #2: How can I compare and contrast the use of social media for personal and business purposes?*
 - *Essential Question #3: Why is it important in business and life to stay informed about the different types of media?*

- **END OF COURSE EXAM**

Course Materials:

- Google Chromebook

Electronic Resources:

- WebXam

Course Expectations:

- Students are expected to complete class assignments by their due date.

- Students should put forth their best effort every day and on all assignments and assessments.
- Students are expected to behave in a mature and respectful manner.

Grading:

Unit Exams	50%
Assessments (Including: Quizzes, Essays, Labs, and Projects)	30%
Class work/Homework	20%

- Each nine week's grade comprises 20% of a student's final grade.
- The Mid-Term Exam and End of Course Exam each comprise 10% of a student's final grade.

Grading Scale:

The grading scale for Chillicothe High School can be found in the student handbook or online at

<http://www.chillicothe.k12.oh.us/1/Content2/studenthandbook>.

Late Work: Late work will be subject to the Board-adopted policy on assignments that are submitted late (to be reviewed in class).

- Regardless of the absence type (excused or unexcused), students will be expected to make up work and be held accountable for learning all material they missed.
- Any student who is absent from school (excused or unexcused) will have one (1) additional day for every day they missed, to make up his/her work for full credit (100%).
- Any student who exceeds the allotted time to turn in an assignment for full credit may still turn in late work for partial credit.
 - Any student who turns in work up to 1 week late must at least be given the opportunity to earn 75% on that assignment.
 - Any student who turns in work between 1 and 2 weeks late must at least be given the opportunity to earn 60% on that assignment.
- The end of the 9 weeks is the cut off point for teachers to accept late work from students for full or partial credit, unless the teacher decides to give the student an incomplete for the 9 weeks due to extenuating circumstances.

Performance Based Section: Writing Assignments/Exams/Presentations/Technology

One or more of the End of Unit Exams may be Performance Based. According to the Ohio Department of Education, "Performance Based Assessments (PBA) provides authentic ways for students to demonstrate and apply their understanding of the content and skills within the standards. The performance based assessments will provide formative and summative information to inform instructional decision-making and help students move forward on their trajectory of learning." Some examples of Performance Based Assessments include but are not limited to portfolios, experiments, group projects, demonstrations, essays, and presentations.

CHS Business Foundations Course Syllabus

After you have reviewed the preceding packet of information with your parent(s) or guardian(s), please sign this sheet and return it to me so that I can verify you understand what I expect out of each and every one of my students.

Student Name (please print):

Student Signature:

Parent/Guardian Name (please print):

Parent/Guardian Signature:

Date:
