Ms. B. Ellis, MBA

Porter Ridge High School

**CTE Business Education Teacher**

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BB40 Business Management – I (last rev. Jan 2022)

**Course Description:** This course is designed to introduce students to core management concepts. The experience includes how managers plan, organize, staff, and direct the business’s resources that enhance the effectiveness of the decision-making process.  Also the experience includes students working through ethical dilemmas and problem-solving situations with customer service while academic and critical-thinking skills. English language arts is reinforced. **Prerequisite courses:**

BF10 Principles of Business and Finance

**Developed Course**

The post-assessment will be a 100-item multiple choice test administered through the NC Instructional Management System. The course is designed using the Revised Bloom’s Taxonomy (RBT). Subsequently, the post-assessment is aligned directly to the objective and specific content unpacked for each objective. It is directly aligned to the RBT level of the objective and the reflective manner in which the content is organized. For example, if content is unpacked as facts, then test items will assess factual information. If a procedure is unpacked, then test items will assess steps in the procedure. The **CTE State Final Exam cannot be exempted.**

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| BB40 Business Management – I (HONORS Only): Students will complete the virtual business management course in Knowledge Matters. Each module within the course will be entered into PowerSchool as a project grade. To demonstrate mastery of the concepts, students must achieve a minimum score of 80% on each module. Upon completion of the course students will receive a certificate of completion.  Students earning credit for an Honors level course receive an elevated number of Quality Points for their Grade Point Average. Students choosing the Honors level course should be aware that this Honors level course will include:   * Required extension opportunities that are directly related to the Standard Course of Study. This includes additional content beyond that covered in the College Preparatory level. * More challenging coursework and assessments. Students will be expected to demonstrate higher levels of understanding for grades. * Projects and presentations will be more in depth. * Students will have to focus and study regularly to master the content.   The expectation that students can move through the coursework at an accelerated pace and students experiencing difficulty should quickly seek guidance from their teacher on how they can be more successful. |

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| Grading Scale  A = 90-100 = 4.0  B = 80-89 = 3.0  C = 70-79 = 2.0  D = 60-69 = 1.0  F = < 59 = 0.0 | Each 6-week grade is based upon:  Classwork/Note Book 15%  Quizzes 20%  Projects and Verbal Presentations 35%  General Assessments/Tests 30%  TOTAL 100% |
| Your final course grade is based upon the following:  First 6-week Grading Period 25%  Second 6-week Grading Period 25%  Third 6-week Grading Period 25%  State CTE Final Exam 25%  TOTAL 100% | Required Materials:   * Chrome Book & Power Cord * Head phones and/or ear buds |

Class Rules

* + Be prepared for class with notebook, computer, headphones, and writing utensil every class period.
  + Respect others and their belongings. Cooperate with your classmates. Respect your school, school materials, and your possessions.
  + Be on time and in your seat when the bell rings.
  + Be alert, listen carefully, and participate.
  + Do not bring FOOD or DRINKS into class. Bottled water is allowed when seated at desks.
  + Follow computer rules. Streaming movies, video games, or on inappropriate websites are NOT allowed. Please refer to student handbook.
  + Inappropriate use of cell phone, tablet, or other electronic device will result in a student referral.
  + Cheating/Copying results in an automatic zero. Please read school handbook for honor code. No make-ups are allowed.
  + Clean up after yourself. Place all trash in the appropriate trash receptacle.

Miscellaneous

* Students are expected to keep up with their make-up work from any missed days.
* The student is solely responsible for scheduling make-up tests or quizzes with the teacher.
* Class assignments and notes will be available in Canvas.
* Students and parents can keep track of student progress by viewing grades posted in PowerSchool.

Canvas:

* The majority of assignments not completed on paper must be submitted on our learning platform, Canvas.  Assignments can be submitted in a variety of ways including, uploading files, typing into text boxes, and sharing Google documents/presentations.  Students will be shown how to submit assignments on Canvas as needed. Individual assignments will indicate which method of submission on Canvas is expected.
* It is the student's responsibility to ensure assignments are submitted on time and to contact the instructor if there is a problem. Please note that student activity is logged while in Canvas so instructors, students, and parents/guardians will be able to see student activity.
* Students are not allowed to leave the testing window during assessments.  Doing so is considered cheating and will be handled as set forth in the Porter Ridge HS handbook.
* **NOTICE**: Although many assignments are submitted and graded in our learning platform, Canvas, the "final" grades shown may not be properly weighted and do not contain assignments that were not graded in Canvas.
* **For the student's official grades, please continue to access the parent portal through PowerSchool.**
* **Please sign the agreement for rules, procedures, content, and course grade requirements. Return this slip to class at our next class meeting.**

I have read and understand the class rules, procedures, content, and course grade requirements for this course.

I will follow the policies as established.

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Student Name Student Signature Date

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Parent/Guardian Signature Date Parent E-mail Address