

Course Description: This course is designed to provide an overview of current business, finance and information systems and trends and to introduce students to the basics and foundations required for today's business environments. Emphasis is placed on developing proficiency with fundamental computer applications, so that they may be used as communication tools for enhancing personal and work place proficiency in an information-based society. This also includes proficiency with computers using databases, spreadsheets, presentation applications, financial and tax software applications and the integration of these programs using software that meets industry standards.

Course Objectives/Units:

- Computer knowledge (Canvas)
- Customer service
- Word - Cover letters, Fan letter, Resignation letter, Memo, Fax cover letter
- Research careers
- Excel
- Presentation skills
- Conflict Resolution
- Business start up
- Check writing
- Power point
- Business Etiquette
- Teacher Tank project
- Publisher
- Marketing
- Stocks (Company and Market Research)
- Ethics

Assessments and Grading

- There should never be question of what your grade is or how you are getting it. Grades are entered on **GRADEBOOK** within five school days. Parents and students may access **GRADEBOOK** on the Volusia County Schools website.
- Grading Policies:
 - Lack of PROFICIENCY (70%), must receive intervention(s), which may lead to re-takes or alternative assignments.
 - Lack of MASTERY (90%), may receive intervention(s), which may lead to re-takes or alternative assignments.
 - Each 9 week grade period students shall have the opportunity to re-take 1 assessment (teacher discretion)
- Grading scale:
 - 90%+ A;
 - 80%+ B;
 - 70%+ C;
 - 60%+ D;
 - below 60% an F

- Tests are announced at least 3 days in advance. If you are present the day of the test and at least one of the three days prior to the test, you are expected to take the test.
- **NO LATE WORK will be accepted. All assignments are due on the due date. No exceptions. Absent work will follow the Volusia County Schools guidelines.**

Testing Policy

Students are allowed to retake 1 test per semester. The retake **MUST be taken within 1 week of the test date**. The higher score will be placed in the gradebook. Lab hours for tutoring are the **first 30 minutes of lunch Tuesday – Friday**.

Tardy Policy

Any student not in his/her assigned seat at the time of the bell will be considered tardy. On the 2nd tardy, I will contact your parents. On the 3rd tardy a referral will be written.

Classroom Expectations

- *No food or beverages* are permitted in the classroom/lab.
- Students are expected to abide by the *computer use agreement*.
- Students are expected to abide by *all code of conduct rules* as listed in the student handbook.
- *Proper care of computer hardware and software is expected* and any improper care will result in a discipline referral.
- NO games or unrelated course websites/activities.
- Follow directions carefully.
- Be courteous and respectful of your classmates and teacher.
- Come to class on time and ready to work.
- No headphones or cell phones.

Supplies

- Notebook paper

***Academy students are required to open a LAUNCH Federal Credit Union account. This replaces a lab fee for the Academy. \$5**