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BUSINESS EDUCATION DEPT.
School Store
 Course Syllabus
 2015-2016



Pathway: Small Business Development

Course Description: Students learn the significant lessons and business functions involved in running a successful school based enterprise as well as the skills and attitudes required for any job. Students will study topics including but not limited to: accounting, research, promotion, planning, managing, and selling

Course of Study: Business Procedures

Topic:	Standards: (Georgia Performance Standards)
<p><u>Leadership & Management</u></p> <p>Students will demonstrate an understanding of management theories and functions, business organizations, and business leadership skills.</p>	<p>BCS-BP-1 Students will develop personal leadership and management skills to function effectively and efficiently in a business environment.</p>
<p><u>Office Operations</u></p> <p>Students will develop skills necessary to perform routine office tasks.</p>	<p>BCS-BP-2 Students will organize and plan activities for a business setting.</p>
<p><u>Finance & Accounting</u></p> <p>Students will develop skills necessary to maintain financial documents in a business environment.</p>	<p>BCS-BP-3 Students will demonstrate financial and accounting skills needed to function effectively and efficiently in a business environment.</p>
<p><u>Communication</u></p> <p>Students will develop skills necessary to communicate effectively in a business environment.</p>	<p>BCS-BP-4 Students will demonstrate effective reading, writing, speaking, and listening skills while performing business assignments and responsibilities.</p>
<p><u>Social, Ethical, and Human Issues</u></p> <p>Students will gain an understanding of the role of ethics and social responsibility in business and the functions of human resources.</p>	<p>BCS-BP-5 Students will examine the role of ethics and social responsibility in business decision making.</p> <p>BCS-BP-6 Students will explain human resource functions and their importance to an organization's successful operation.</p>

In addition to content standards, students will be responsible for showing mastery of the Common Core literacy standards. These standards will be taught using reading and writing activities related to the content area. Reading materials may include novels, technical manuals, articles or other appropriate materials as determined by the instructor.

P.R.E.P. Academy Grading Policy:

Daily Grades/In-Class Assignments	20%
Evaluations.....	20%
Projects/Group Work	40%
Benchmark	20%

Late/Make Up Work:

Students can make up class work and tests or receive help from the teacher before or after school. On days when administrators schedule meetings after school, the lab will not be available for students. Please check with the teacher before you plan to stay to make sure she is available. If a student is absent for any reason, it is his/her responsibility to find out the assignments missed and then make up the work.

Course Objectives:

- Enable students to understand and use technology to perform marketing activities.
- Understand store operations
- Determine personnel needs
- Perform buying activities to minimize expenses and maximize profits
- Demonstrate proficient cash handling procedures
- Complete and interpret basic financial records
- Develop a promotional plan
- Explain the role of employee supervision in store security
- Describe the steps in the selling process
- Perform administrative tasks required of managers

Student Expectations:

- Students are expected to abide by the TCCHS handbook at all times.
- Be respectful-respect yourself, your classmates, your teacher, and property
- Be responsible: attend class every day, be punctual, complete assignments
- Be ready to learn-be prepared, be attentive, participate in class
- Students are not permitted to consume food or beverages while servicing customers
- Students are to follow the appropriate schedule
- Back packs and personal effects are not permitted in the store
- Students are to maintain a professional work environment
- Students must perform assigned tasks/job duties
- Students are expected to work before and after school and at special events when possible and needed

Classroom Rules/Conduct:

As part of the P.R.E.P. Academy, the Business Education Department focuses on professionalism, accountability, responsibility, self-discipline and similar work ethics that are expected behaviors in a business environment. Therefore, each student is expected to conduct himself/herself in a professional manner by avoiding the following infractions: (1) unnecessarily stopping the teacher from teaching, (2) hindering other students from learning, and (3) engaging in behavior that is not in the best interest of the class. To insure that an acceptable learning atmosphere is maintained, the teacher will enforce the discipline procedures outlined in the Thomas County Central High School Parent/Student handbook. In addition, the following classroom rules will be enforced.

Each student is expected to demonstrate business-like behavior which includes the following:

- Arrive on time & be prepared for class participation and student store activities each day
- Be responsible & respectful of others in the classroom and in the student store

- Cell Phones are to be completely turned off, or they will be collected
- Avoid excessive socializing with customers or peers when working in the store
- Take pride in completing all assigned work on time
- Successfully perform all required class assignments and on-the-job student store tasks to the best of your ability
- Demonstrate professional conduct in the class and in the student store at all times
- Provide store customers with the best customer service possible at all times

Inappropriate or negligent behavior or improper care or use of student store equipment will result in the loss of the privilege to work in the student store. Other infractions that may result in removal from the student store (and possible prosecution) include, but are not limited to the following:

- Taking food or drinks from the student store without buying the item
- Giving out any product, food item, or drink "Free" or below regular prices to customers
- Excessive tardiness and/or absences
- Taking/stealing of cash
- The use of inappropriate language at any time in class or in the student store
- Failure to follow store rules, procedures, and/or policies
- Making sales to yourselves (even if at correct price)
- ISS or OSS is not tolerated. Every discipline referral will be investigated by Mr. Haskin and Mrs. Adams to determine the extent of the incident and your future in the school store. Put simply, you are the best of the best and expected to carry yourself in such a way. Your behavior reflects directly upon the school store and our program.

Computer Use:

Students will be required to access the Internet for some assignments and projects. Each student must have an Acceptable Use Policy (AUP) on file at the school. All policies in the AUP will be followed. Students should only use the Internet when instructed for classroom purposes. Students who are caught downloading/streaming music, on inappropriate websites, attempting to bypass the server, or participating in other questionable activities will receive a referral and their computer privileges may be revoked.