

Orange High School

Introduction to Business Accounting



Course Information

Credits: 2.5

Marking Period: Semester

Course: Introduction to Business

Accounting

Program: CTE – Business

Class Location: rm 173

Teacher Information

Name: Rhonda Williams

Phone: 973.677.4050

Office Hours: M-F 2:50 – 3:50

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Course Description:

This course will introduce students to the world of business. The concepts they learn will enhance their consumer decision making skills, prepare them for future employment, and help them to become a more effective citizen. Upon course completion, they will have gained a better understanding of important business concepts that will prepare them for future high school and college business courses and provide information they need to know as an educated consumer

Students will be introduced to financial statements and managing inventory and payroll

New Jersey Student Learning Standards

1.3.12.F3.1	Describe and follow laws and regulations to manage business operations and transactions in corporate finance.
1.3.12.G7.2	Acquire, analyze and disseminate information to facilitate clear and accurate communication with revenue and taxation sta
1.3.12.F3.2	Manage the use of financial resources to ensure business stability.
1.3.12.F1.1	Describe and follow laws and regulations to manage accounting operations and transactions.
1.3.12.F.8	Describe and follow laws, regulations and ethical standards that affect finance operations and transactions.
1.3.12.G7.3	Design, develop, operate and review data analysis systems and procedures to minimize and eliminate revenue-related financial problems.

Career Ready Practices

CRP1. Act as a responsible and contributing citizen and employee.

CRP2. Apply appropriate academic and technical skills.

CRP3. Attend to personal health and financial well-being.

CRP4. Communicate clearly and effectively and with reason.

CRP5. Consider the environmental, social and economic impacts of decisions.

CRP6. Demonstrate creativity and innovation.

CRP7. Employ valid and reliable research strategies.

CRP8. Utilize critical thinking to make sense of problems and persevere in solving them.

CRP9. Model integrity, ethical leadership and effective management.

CRP10. Plan education and career paths aligned to personal goals.

CRP11. Use technology to enhance productivity.

CRP12. Work productively in teams while using cultural global competence

Learning Objectives

Explain the stages of the business cycle
Understand the Basics of Credit
Practice Money Management Skills
Select Vehicle and Property Insurance
Explain the 4 P's of marketing
Learn the benefits of Work Based Learning, Mentoring and Internships
Prepare Financial Statements
Understand the Basics of our Economy
Learn the importance of entrepreneurship

Student Evaluation

The grading system for the Career and Technical Education Department at Orange High School is as follows:

Authentic Assessments (9)	-	25%
Tests (4)	-	25%
Quizzes (4)	-	20%
Classwork Assignments and Class Participation	-	20%
Homework (9)	-	10%

Attendance Policy:

Purpose of the Student Attendance Policy

The purpose of the Orange High School Attendance Policy is to have each student attend all classes, arriving on time and participating fully. Students and parents should familiarize themselves with the provision and procedures of the policy. It is expected that parents will support the intent of the policy and encourage their children to maintain good attendance. Official school attendance is taken during the attendance period daily. Classroom attendance is taken every period.

Students are expected to attend every class, study hall, independent study and homeroom period. Board Policy requires each student to be present for at least 90% of class meetings in order to be eligible to receive credit. The number of absences in each class **MAY NOT EXCEED:**

18 Cumulative Absences Full Year Course

9 Cumulative Absences Semester Course

Classroom Expectations:

1. Students will come to class on time prepared and ready to learn.
2. Students will complete all assignments, including homework, by all deadlines. Make-up work is only accepted after an excused absence. It is your responsibility to see me for your work before or after school.
3. All students will be silent and respectful while other students presenting their projects/films.
4. The teachers and students will work together for a respectful, safe classroom.
5. Participation in class discussions will enhance all students' learning experiences.
6. Students are expected to have all assigned projects completed; this may require some reading to be completed outside of the classroom.

7. Cell phones, iPods, mp3 players, and any other personal electronic items are prohibited in class at any time

Class Requirements:

Students will be required to complete and pass writing assignments, research projects, tests/exams, and homework. Students will also be required to complete projects outside of class, participate meaningfully and respectfully in classroom discussions, maintain good attendance, have a respectful and positive attitude, and come to class ready to learn!

Academic Dishonesty:

Pupils are expected to be honest in all academic work. To ensure the integrity of Orange High School's educational program, a strict adherence to our district policy of academic dishonesty will be enforced. Students are expected to be honest in order to learn and grow as responsible and ethical citizens. Any breach of this standard endangers the learning process and impugns the integrity of the entire school community. The purpose of education is to prepare students to become lifelong learners, and dishonesty undermines and inhibits that process. No forms of personal and/or academic misrepresentation are permitted. A student, whether cheating alone or helping another person to cheat, will be subject to the disciplinary procedure.

Students will be expected to:

1. Complete his/her own academic work;
2. Refrain from sharing assignments unless authorized to do so;
3. Refrain from engaging in plagiarism when doing research; and
4. Adhere to classroom academic standards when testing.

Definition:

Cheating: is defined as any misrepresentation of one's academic work.

Personal Misrepresentation: includes attendance records; presenting falsified notes, passes or names; and any other deliberate misrepresentation to school authorities, other than academic work.

Academic Misrepresentation: includes but is not limited to, stealing, copying or providing answers on any homework, quiz, test, exam, report, essay or other school assignments, and using sources without proper documentation (plagiarism) as well as changing grades.

Methodology

A combination of lecture, class discussion, presentations, videos, cooperative learning, and problem-based learning will be used in this course. Grades will be determined by the satisfactory and timely completion of assignments. The grade of each assignment is based on the prerequisite given for each assignment. Below is an overview of topic/ units and major assessments/assignments for this course. Please note dates/timeframes are subject to change and are an estimate.

Topics Covered

- The Economy and You
- Owning and Operating a Business
- Influences on Business
- Marketing
- Human Resources
- Financial and Technological Resources
- Balance sheets
- The accounting cycle
- Merchandising
- Career Planning in a Global Economy
- Buying Goods and Services
- Credit
- Money Management
- Risk
- Federal Reserve System
- Types of Business
- Income Statements
- Paycheck Stubs

What the Teacher Will Do to Help Students be Successful

- Arrive to class prepared daily with informative lessons.
- Help students see the relevance of the business world in their own lives.
- Make myself available to offer additional help outside of class time.
- Encourage students to be successful academically and involved in our community.
- Ensure a safe & ethical environment for learning while promoting positive character development.
- Show students and parents respect through my words and actions

How Students Can Be Successful

- Be in class, on time, everyday!

Be ready to learn and have your materials with you. If you are absent, make up your work.

- Read the materials provided! Have a question? Refer to the text book!
- Practice, Practice, Practice!
- Do your work and turn it in on time!

If you are not completely finished with an assignment, it is better to turn in what you have than nothing at all.

- Participate in class!

Learning is not a spectator sport...you must engage your brain. Take part in activities and discussions.

- Take Notes!

Review your notes at home so you can remember the information.

- STUDY FOR TESTS!

Don't just expect miracles.

- Manage your time wisely!

Don't procrastinate and wait until the last minute to throw something together for a project.

- Pay Attention!

Don't let others distract you from your learning and success. Don't be the cause of someone else's distraction.

You are not paying attention when:

- o There is a blue glow upon your face when your computer is supposed to be off.
- o Your eyes are darting back and forth between your computer and the teacher.
- Ask for Help!

If you don't understand something, let me know. If you need additional help, we can meet before or after school

What Parents/Guardians Can Do to Help Their Teen be Successful

- Ask your teen to summarize what we are learning in class.
 - Check grades on Parent Portal.
- Grades may be monitored by accessing Parent Portal on our school web site. Needed: Student’s ID # & password.
- Check that your student is coming to school and attending class.
 - Call or e-mail the teacher if you notice your student is struggling.
 - Provide a regular schedule at home.

It is important to help your teen get enough sleep at night and for them to eat a good breakfast before school.

- Help your teen balance their after-school activities.

It is easy for teens (and adults) to become too busy with sports, clubs, church, etc.

Make sure they have enough time to do homework, study, and have some relaxation time.

- Provide a good study space

A space that is quiet and free from distractions will help your teen focus on their homework.

Please acknowledge that you have read and understand the information explained above. Students will return this page to their teachers one week from the date the syllabus is received by the student.

Student Signature

Print Name

Parent/Guardian Signature

Print Name