

# Principles of Business and Management

## Syllabus - Mr. Barrett

### ***Course Description***

This course is designed to introduce students to topics related to current business practices. Students examine business trends including consumer economics, marketing, finance, international business, business law, and entrepreneurship. This introductory level course prepares students for entry-level positions in business upon graduation from high school or continuing studies in business at the college level. Successful completion of this course with a grade of B or better may earn the student three credits at Howard Community College.

Principles of Business is a 1-credit class, open to students in Grades 10 through 12.

### ***Materials Needed***

- Spiral Notebook (with binder holes)
- 2" Binder
- 5 binder dividers
- Pens/Pencils
- Computer Log-in and Password

### ***Class Procedures***

This class will contain both discussion and hands-on activities. Students are expected to arrive on time and be actively engaged while in class, whether it is participating in the discussion or completing an activity. Classwork should be completed in a timely manner. The culture of the class will be cooperative, business-like and welcoming. Students are expected to follow both the classroom rules as well as the BCMS Computer Lab Code of Ethics.

Copyright laws regarding the use of software must be adhered to in accordance with the policy of the Howard County Public School System. Students are required to complete a lab agreement, which is included in this syllabus. Any illegal copies of software found in the classroom will be confiscated.

Students should bring a notebook and writing utensil to class each day. Students are expected to take notes during discussion and to refer to them as needed to complete assignments. Activities and Projects will be done using Microsoft Office. These activities and projects are to be completed in the computer lab during class. If more time is needed to complete the assignment, please make arrangements with Mr. Barrett to use the lab either before school or after school.

If a student is absent, they are expected to present a note when they return. If a student has an excused absence and has missed work, it is the student's responsibility to check what they have missed and make up any missing assignments in a reasonable amount of time. Assignments will be posted on Mr. Barrett's web page by clicking on the link for "Business".

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### **Communication**

The best way to reach me is through e-mail. My e-mail address is [Brandon\\_Barrett@hcpss.org](mailto:Brandon_Barrett@hcpss.org). Assignments will be posted on Mr. Barrett's website. Grades may be checked in ASPEN. Students and parents may sign up for access to the Parent Portal in ASPEN in the front office.

### **Grading**

The grades are assigned according to the following scale:

A=89.5% or above

B=79.5%-89.4%

C=69.5%-79.4%

D=59.5%-69.4%

E=59.4% or lower

### **CLASSWORK**

1. Students absent or late for class with an excused note must make up any assigned activities. It may be necessary for students to spend time after school in the computer lab to complete classwork on time.
2. Taking part in problem solving sessions and maintaining a pleasant, businesslike attitude is the expectation in order to increase productivity during class.

### **LABS**

1. Labs will take from one day to several days to complete. A date of completion will be established for each lab.
2. A zero will be assigned for any lab that is not submitted. A student who has an excused absence must make up missed lab days.

### **PROJECTS**

1. Projects are long-term assignments of a culminating nature which must be completed on time. Extensions of time to complete the project will only be given for cases with extenuating circumstances.
2. Some planning at home may be necessary to complete projects on time.

### **ASSESSMENTS**

Assessments will be announced. A student with an excused absence is expected to make up any missed assessments. Assessments may be in a practical form, which will be graded on the student's ability to complete an assignment at the computer. A variety of assessment types will be included such as performance assessments as well as written assessments which may include: multiple choice, short answer, and performance assessment.

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**Class Syllabus and Expectations Acknowledgement**

Student Name: \_\_\_\_\_

Class Period: \_\_\_\_\_

I have read and understand the Syllabus for Mr. Barrett's Computer Science 1 class. I understand that these expectations are subject to change and that I will be given prior notice to any change.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date