Intro to Business Careers

Fall Semester 2022



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| Instructor | Email | Office Location & Hours |
| Mrs. Shanyn Aldridge  906-635-3839 ext 5926 | saldridge-sas@eupschools.org | Room 810 3rd hour |

## Description

In this semester course, we will cover topics in the four areas of the Business Department at Sault Area High School and Career Center (Accounting, Administrative Services, Digital Business, and Financial Marketing):

· Careers in Business · Accounting/Finance Skills

· Document Formatting · Presentation Skills

· Spreadsheet Applications · Basic Web Design

· Customer Service · Business Communication

· Marketing Documents/Techniques · Time Management

**Grading**

80% daily assignments, quizzes, activities, projects

20% Employability skills (see attached)

Assignments will be completed in class – there will be no homework unless you are absent. Late assignments will have 20% deducted.

**Employability Skills**

Each student starts with 100 points (100%). Each day the student may earn points or lose points. Cell phones and earbuds should be out of sight during class time. Inappropriate use will result in a 10 point reduction of employability points each occurrence. See attached employability sheet for other point values.

Classroom Rules

* Students must show respect for the instructor and other students.
* There should be no talking while myself or anyone else is talking to the class.
* Return all books to stands or bookshelf at the end of the class period.
* Clean up desk/computer area before you leave the classroom.
* No student may leave the classroom without the permission of the instructor.
* Students should remain near their seats until the bell rings. No lining up at door.
* Students aren’t allowed to download anything on the classroom computers. Anyone found downloading may lose their computer privileges.
* *Printing:* There will be no printing on the printers unless instructed to do so. If you would like to use the printer, you must ask first.
* No video games will be played on computers at any time. Anyone found playing video games will automatically lose employability points.

Classroom Cell Phone Policy

Use of cell phones is not permitted, except in some cases at the end of class.  All cell phones must be put away and out of view. Any student found using a cell phone when not instructed to do so, will lose points from their employability grade and/or will have their phone taken away and turned into the office for pickup at the end of the day.

Headphones/Earbuds

Students are only allowed to wear headphones when needed for an assignment or when given permission to listen to music (on computer only).  Students should never use headphones when the teacher, speaker, or any other person is addressing the class.  This is very disrespectful to the presenter as well as a disruption to the learning process.

Headphones should never be connected to a mobile phone.

Absences and Tardies

If you have a job and don’t show up to work – you don’t get paid! Therefore, to reinforce the importance of attendance and being on time, 2 points will be deducted from employability points for every unexcused absence and tardy. Any work missed due to an excused absence can be made up without penalty. It is the student’s responsibility to see the instructor on the day returning from an absence to obtain any make-up assignments. Any work not made up within the specified time given by the instructor will result in a “0” for the missing assignment

Students are to respect all equipment (adding machines, computers, printers, etc.). The equipment is available for use in the whole learning process. Therefore, each student is held accountable if the equipment is misused or damaged.

\*\*Please sign the attached sheet to verify you have received the syllabus\*\*

The terms of this syllabi always subject to change

Intro to Business Careers

1st hour

Fall 2022

Instructor: Ms. Shanyn Aldridge

[Saldridge-sas@eupschools.org](mailto:Saldridge-sas@eupschools.org)

(906)635-3839 ext.5926

I have read the syllabus and agree to abide by all policies and procedures listed for Introduction to Business Careers. Please turn this in by Friday September 9th, 2022. This is worth 10 points.

Student name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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