

Mr. R. Kirin Bartow High School Room 506
Course Syllabus

Secondary Course Number: 8215120
Course Title: Business and Entrepreneurial Principles
Course Credit: 1

COURSE DESCRIPTION: This course is designed to provide an introduction to business organization, management, and entrepreneurial principles. Topics include communication skills, various forms of business ownership and organizational structures, supervisory/management skills, leadership skills, human resources management activities, business ethics, and cultural diversity. Emphasis is placed on job readiness and career development. The use of computers is an integral part of this program. After successful completion of Business and Entrepreneurial Principles and Legal Aspects of Business, students will have met Occupational Completion Point - Data Code B, Supervisor/Manager Trainee - OES Code 21999 SOC Code 11-1021.

Course Objectives - Details available at - [HTTP://WWW.FIRN.EDU/DOE/DWFRAME/](http://www.firn.edu/doe/dwframe/)

1. APPLY COMMUNICATION SKILLS (READING, WRITING, SPEAKING, LISTENING, AND VIEWING) IN A COURTEOUS, CONCISE, AND CORRECT MANNER ON PERSONAL AND PROFESSIONAL LEVELS
2. USE TECHNOLOGY TO ENHANCE THE EFFECTIVENESS OF COMMUNICATIONS IN ORDER TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE
3. ANALYZE CURRENT AND EMERGING WORKPLACE TRENDS AND ISSUES AND DETERMINE POTENTIAL IMPACT ON CAREER AND JOB OBJECTIVES AND WORKPLACE PERFORMANCE
4. DEVELOP AN AWARENESS OF MANAGEMENT FUNCTIONS AND ORGANIZATIONAL STRUCTURES AS THEY RELATE TO TODAY'S WORKPLACE AND EMPLOYER/EMPLOYEE
5. PRACTICE QUALITY PERFORMANCE IN THE LEARNING ENVIRONMENT AND THE WORKPLACE
6. INCORPORATE APPROPRIATE LEADERSHIP AND SUPERVISION TECHNIQUES, CUSTOMER SERVICE STRATEGIES, AND STANDARDS OF PERSONAL ETHICS TO
7. APPLY MATHEMATICAL OPERATIONS AND PROCESSES AS WELL AS FINANCIAL PLANNING STRATEGIES TO COMMONLY OCCURRING SITUATIONS IN THE WORKPLACE TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE-
10. ASSESS PERSONAL STRENGTHS AND WEAKNESSES AS THEY RELATE TO JOB OBJECTIVES, CAREER EXPLORATION, PERSONAL DEVELOPMENT, AND LIFE GOALS
11. PARTICIPATE IN WORK-BASED LEARNING EXPERIENCES/Business Simulations
12. JUSTIFY THE NEED TO GAIN AND MAINTAIN COMPETITIVE ADVANTAGE-
13. PERFORM HUMAN RESOURCES MANAGEMENT ACTIVITIES
14. ANALYZE THE IMPACT AND RELATIONSHIP OF GOVERNMENT REGULATIONS AND COMMUNITY INVOLVEMENT ON BUSINESS MANAGEMENT DECISIONS
15. PERFORM SUPERVISORY/MANAGEMENT FUNCTIONS

Grading Policy:

Required Task	Approximate Percentage of Grade	BHS Grade Scale	
Worksheets	20%	90%-100%	A
Quizzes/Exams	50%	80%-89%	B
Class Participation	10%	70%-79%	C
Homework*	10%	60%-69%	D
Daily Work/Organization	10%	60% or less	F

Class participation includes group work and response to oral examinations

Daily work includes seat work and correction of test/worksheets

Grades are available on line via parent viewer - options - Call, E-mail, Grade sheet or parent conference.

* Due on the date assigned at the beginning of class.

TEXTBOOK – GLENCOE ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT
APPROPRIATE CHAPTER AND UNIT WORKSHEETS

The appropriate school club for this class is FBLA – Future Business Leaders of America

CLASS EXPECTATIONS AND REQUIREMENTS

- This is a business class; students are expected to practice businesslike dress and behavior.
- Unexcused absence will result in loss of daily participation points.
- Suspension or removal from class for inappropriate behavior will result in loss of daily participation points
- Improper use of class equipment will not be tolerated
- Presentation of work from others – represented as your own – will equal a zero for the assignment – for both parties (see code of conduct 5.02)
- NOTE: all class behavior, including the above will be processed in accordance with the current Polk County Code of Student Conduct. This includes any 9th grade center rules as applicable.
- “In class on Task” includes no heads down or eyes closed during class; be an active note taker during lectures; participate on group and seat work; no headsets or “entertainment” devices to be used during class!
- Ahead of your classmates on a test or worksheet? : READ! You are encouraged to use class appropriate material or work from other Bartow High classes per my review and approval.

Additional information

Students may use hand held calculators at any time in class. Cell phones are not to be used as calculators at any time in class. Students may submit extra credit work if all regular assignments are completed. Extra credit will not be used as a substitute for missing work! Make up work is the responsibility of the student. When you return to class, make sure you get a list of all make up work. Seat work and worksheets from the day you are absent will be handed out after the current days work is complete. Makeup is due the next class.
Exceptions: Prolonged absence or assignment to an alternative school will be dealt with as needed.

Contacts

I am available at Bartow High at (863) 534-7400 or at (863) 324-7891
Email – Ronnie.Kirin@polk-fl.net

ATTEND – PARTICIPATE – PRODUCE

Student Name _____

Student Signature _____

Parent/Guardian _____

Parent Guardian Signature _____

Parent phone or E-mail Contact _____