**Course Description**: Comprehend the rationale for governmental regulations of business activities, as well as Career Development of the Student.

Course Outline: Chapter Number

Governments Role in Business Chapter 1

Business Ownership and Registration Chapter 2

The Corporation Chapter 3

Business Ethics Chapter 4

Ethics in Business Chapter 5

Court Systems and Structures Chapter 6

Civil Law Procedures Chapter 7

Business Law Basics Chapter 8

Contract and Employment Law Chapter 9

Property Law Chapter 10

Product and Service Law Chapter 11

Negotiable Instruments Chapter 12

Agency and Employment Law Chapter 13

Insurance For Business Chapter 14

Debt and Bankruptcy Chapter 15

Employability Skills Chapter 16

Introduction to Professional Communication Chapter 17

Written Communication Practices Chapter 18

Customer Satisfaction Chapter 19

Teamwork and Collaboration Chapter 20

Importance of Work Ethic Chapter 21

Management of Energy, Money and Task Chapter 22

Enhancing the Student Experience Chapter 23

**Classroom Materials**:

Folder-for Notes and Assignments

Pens and Pencils-for writing

Index Cards 4 Packs-For do now/exit tickets/flash cards

Scissors, tape, glue, and color markers -for drawing

**Grading Weights for assignments are as follows**:

Formative Assessments-55%, Ex.’s: Do Now, In Class Activities, Ch. Quiz’s, Homework, Ch. Review Exercises

Summative Assessments-45%, Ex.’s: Unit Projects, Unit Exam, Final Exam/End of Course Exam

**Tutorials:** Students can stop by before school, I am usually here by 6:15AM, and after school until 3:15. I am available by email. Students should come with their notes on the subject, specific questions, and a positive attitude. It is always best to touch base with me and let me know you want to come in to see me.

**Late Work**: Students may turn in work late with a 10-point deduction, but after 3 days it is a 25-point deduction. All work up to test must be turned in before you are able to take a test.

**Absent Work:** If you are absent, you are responsible for completing all missed assignments. You should obtain notes from a buddy in the classroom, If you need help understanding the material, please come and see me. If you need to make up a test it may be given during class or an appt. may need to be made depending on what is being completed at this time in class.

By Reviewing this syllabus, I acknowledge that I agree to follow all the expectations and procedures listed. I know that following them will help me to reach my academic goals!

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Neatly Print)

Student Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anything you want to help me understand or know about your Child?