

# BUSINESS BASICS SYLLABUS

Mrs. Axman, Instructor

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Are you ready to learn about all things business? This course is designed as an introduction to business concepts relevant to you as a consumer and future member of the workforce and as a potential future business leader or owner. Learn about business careers, business management, operations, marketing, and finance. This is a course for all students because each of us will interact with businesses on a daily basis and many of us will work for or even own a business someday. Overall, this course gives students a broad exposure to business operations.

## GRADING POLICY

### GRADING CATEGORIES

Daily Assignments 90%

Attendance 10%



### GRADING SCALE

93-100%	A	73-76%	C
90-92%	A-	70-72%	C
87-89%	B+	67-69%	D+
83-86%	B	62-66%	D
80-82%	B-	60-62%	D-
77-79%	C+	0-59%	F

## LATE WORK POLICY

If you are unable to turn in an assignment on its due date, you must complete a MISSING ASSIGNMENT FORM. In general, late work will be accepted according to the following:

- 10% reduced credit - only if the form was completed on the actual due date
- 50% reduced credit - if no form was completed on the original due date

## CLASSROOM EXPECTATIONS

- P REPARED** Be Prepared: Have all class materials and work completed at the start of each class period.
- A CCOUNTABLE** Be on Time: Sitting in your seat, ready to learn, when the tardy bell rings.  
Be on Task: Use your class time wisely to complete all assignments and class activities.
- C ONSIDERATE** Be Respectful: Treat all teachers, students, class visitors and equipment with respect.

## HANDING IN HOMEWORK



- Paper Copies – turn into the red flower box
- Digital Copies – google drive class folder or turn into google classroom as required by Mrs. Axman

## COURSE STANDARDS & BENCHMARKS

**PAC CTE STANDARD:** Students will learn competency-based education, which contributes to the individual's academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, and occupational-specific skills.

### IOWA DOE – BUSINESS EDUCATION STANDARDS

**\*Business Law (BUS1):** Understands business's responsibility to know, abide by, and enforce laws and regulations that affect business operations and transactions

**\*Communication Skills (BUS2):** Understands the concepts, strategies, and systems used to obtain and convey ideas and information

**\*Customer Relations (BUS3):** Understands the techniques and strategies used to foster positive, ongoing relationships with customers

**\*Economics (BUS4):** Understands the economic principles and concepts fundamental to business operations

**Emotional Intelligence (BUS5):** Understands techniques, strategies, and systems used to foster self-understanding and enhance relationships with others

**\*Entrepreneurship (BUS6):** Understands the concepts, processes, and skills associated with identifying new ideas, opportunities, and methods and with creating or starting a new project or venture

**Financial Analysis (BUS7):** Understands tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources

**\*Human Resource Management (BUS8):** Understands the tools, techniques, and systems that businesses use to plan, staff, lead, and organize human resources

**Information Management (BUS9):** Understands tools, strategies, and systems needed to access, process, maintain, evaluate, and disseminate information to assist business decision-making

**\*Marketing (BUS10):** Understands the tools, techniques, and systems that businesses use to create exchanges and satisfy organizational objectives

**\*Operations (BUS11):** Understands the processes and systems implemented to monitor, plan, and control the day-to-day activities required for continued business functioning

**\*Professional Development (BUS12):** Understands concepts, tools, and strategies used to explore, obtain, and develop in a business career

**\*Strategic Management (BUS13):** Understands tools, techniques, and systems that affect a business's ability to plan, control, and organize an organization/department

**\*Standards that will drive the Business Basics course**