



Business 1 Syllabus

Teacher:

Mrs. Leah Heesch	leah.heesch@mtchs.org	208-288-2928 extension 101
Hours:	Mon – Fri 12:31-1:20	

Course Description:

This course is designed to introduce students to the following business concepts: time management, ethics, business relationships, customer service, organization structures, technology in management, and brand promise. This class is one part of the overall MTCHS business program. There are no prerequisites required for this class.

Course Materials:

Notebook paper or a composition book, and a writing instrument may be needed during class. Computers are provided in room 101. COVID protocols may require students to use school laptops instead of the computers in the lab.

Grading Policy

Students will be graded as set forth in the MTCHS Handbook. It is the student's responsibility to turn in all required classwork or homework on time. Contact the teacher by email if you plan to be out of class for missed work. It is the student's responsibility to check Moodle and turn in assignments by due date.

A 90-100

B 80-89

C 70-79

NC 69 or less

Late Work Policy

Students may receive no more than 70% for any late assignment. Any missing or late assignment may be submitted up to two (2) school days after the assignment is due. Exceptions to this policy may be requested by the student in writing or email. The instructor will make the final determination on extension requests and will inform the student of the decision in writing or email. The teacher will determine due dates on make-up or redo assignments only for extraordinary circumstances.

All late or missing work submitted for grading must be accompanied by an email to the instructor, stating the name of assignment submitted. It must still be turned into Moodle for grading unless directed otherwise. It is the student's responsibility to inform the teacher if you have turned in work after the due date.

Redo Work

If student receives below a 70% on an assignment, project or a test, a student may redo that assignment for a grade up to 70%. The instructor will determine due dates on make-up/redo assignments and which assignments can be made up. Incomplete work may not be redone for credit.

Make-up Work:

Students may be allowed up to two school days per unexpected absence to complete make-up work. Unexpected absences are those due to sudden illness, injuries or death in a family. Assignments or tests, which were assigned prior to the date of the absence, are due upon return.

Competencies

Competencies must be passed to receive credit for the course. A student who fails a competency must pass the competency within two weeks of the failed attempt. A maximum of two retakes for a total of three attempts will be allowed to pass the competency. Course competencies will be identified and explained to students.

The competency for this course is: Microsoft PPT certification

Content Clarification/Extra Help

Students are strongly encouraged to attend before and/or after school lab for extra help or enrichment activities. Please ask questions during class once the assignment is explained; doing so gives others a chance to learn as well.

Plagiarism

Distinguishing your words and ideas from those of someone else is an important skill for this class. Any plagiarized material, even a key word in a sentence or someone else's published idea which is not properly documented could result in a failing grade for the assignment. A case of extensive plagiarism (full paragraphs lifted from someone else's work), repeated plagiarism or "recycling a paper" will result in a zero. No exceptions will be made. If you are ever uncertain about the rules for using a source,

- ~~Using a phrase or example of plagiarism or the following~~ using a phrase or example of plagiarism or the following in your essay without acknowledging your source (without putting quotation marks around the quoted material or mentioning the author)
- Borrowing specific ideas from another writer without acknowledging your source, even if you write the ideas in your own words
- Cutting and pasting into your paper information from the Internet without acknowledging the source
- Submitting a paper someone else has written as your own work
- (During ALL research, automatically put quotation marks around any information you copy AND make a note of the title and author.)