

CENTRAL HIGH SCHOOL
INTRODUCTION TO BUSINESS
MRS. GAIL SCOGGAN
COURSE SYLLABUS

Course Description:

This course is designed to provide the student with a basic understanding of how a modified free enterprise system functions. Explored will be the American economic system, the government's role in regulating the system and how it compares to economic systems throughout the world. Business structures, banking services and applications, and technology will also be discussed. Business math applications will be stressed throughout the course. Career information concerning major business occupations will be presented to help in wise career decision-making.

Required Class Materials:

Calculator, textbook, pencil, folder, notebook (folder and notebook provided)

Text: Introduction to Business (South-Western)

Course Outline:

Economic decisions
Economic systems
Economic roles
Economic measurements
Business structures
Social responsibility and business ethics
International business
Government in our economy
Computers in business
Computer applications
Your future with technology
The banking system and financial services
Opening a checking account
Using checks and other payment methods
Managing your checking account and other financial services

Grading:

Grading is based on School Policy. Grades will be taken on daily homework, quizzes, Chapter tests, and projects. Each Chapter test will be worth 75 points. Questions consist of objective, short answer, and math applications.

Requirements:

Vocabulary Notebook: Chapter concepts written in a notebook DUE on day of Chapter test
Checking Simulation: Application of maintaining a checking account
Business Plan: Development of a new business as an entrepreneur
Final Project: Topic of student's choice (must be approved)

Class Policies & Procedures:

1. Be in the classroom and seated when the bell rings.
2. Be prepared for class daily by bringing ALL needed materials with you. (Pencil, folder/notebook, textbook, calculator, planner)
3. Listen to and follow directions the first time they are given.
4. Work on assigned work first.
5. Students are expected to work until the bell rings. Do not pack up early.

Make-up Work:

The student is responsible for obtaining all make-up work when absent from class. The student will need to pick up work from Room A117 upon return to school. Missed work will be due the next class period. Missed tests should be rescheduled according to the Handbook.

Instructor Contact:

Room A117
815.694.2321
gscoggan@cusd4.org