

Introduction To Business Syllabus

General Information

Instructor: Mr. Anthony Palmer
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Office hours: Tuesdays and Thursdays 3:30-4:30 by appointment
Telephone: 718-444-4747
Course length 1 year

Course Description

This course will introduce you to the world of business and help prepare you for the economic roles of consumer, worker, and citizen. This course will also serve as a background for other business courses you may take in high school and in college, assist you with consumer decision making, prepare you for future employment, and help you effectively perform your responsibilities as a citizen.

Objectives:

Upon completion of this course each student will:

1. Make a contribution to the improvement of economic citizenship through a study of the business and economic environment, in which we all live.
2. Understand the characteristics of the American enterprise system, how it compares with other economic systems.
3. How businesses are organized and how they operate within an economic system, and how they trade with each other and with other countries
4. The Impact of computer Technology on businesses, individuals, and the economy.
5. The need for well trained workers and for the necessity of considering careers in which each individual can make the greatest contribution to personal, civic, social and economic well being.
6. Consumer rights and responsibilities and the development of consumer efficiency in obtaining and using economic goods and services.
7. the function of the financial services industry and how to use the service of financial institutions intelligently.
8. how families can manage their money efficiently and special problems caused by changes in the level of prices.
9. The function of Credit in business and how to use credit wisely in the management of family and personal finances.
10. the importance of having a saving plan and the most common types of saving and investments..



11. the nature and cause of economic risk and how insurance protects the individual from the risk of property loss or earning power.
12. The rights, and responsibilities of the workers, investors, managers and the government in the American environment.

Required Textbooks- *Ristau. Egglund. Diabay. Burrow. & Daughfrey*--- Introduction to Business --3rd Edition Southwestern Educational Publishing

Ristau. Egglund. Diabay. Burrow. & Daughfrey -- Introduction to Business Activities and Projects (Work Book)-- 3rd Edition

Subscription for business publication preferably the New York Times Newspaper or Business Week Magazine

Homework:

Homework will be assigned on a regular basis and should be handed in completed with full effort. These assignments reinforce the lesson and will be checked. At times the assignments will be collected and graded. A homework grade will be figured into your final average. Work not completed by the assigned due date will result in a zero grade for that homework assignment.

Classroom Management:

Respect will be given to your instructor, your classmates, classroom facilities and all education materials at all times. We are working together as a team and we need everyone to cooperate.

Assessment:

Assessment in this course will be based on tests and quizzes that will be announced. Also, classwork and homework assignments will be counted as well as some group work assignments.

Tardiness: There will be a grade penalty for work missed due to being tardy.

Weekly Articles Summary

In an effort to have you read the business section of the newspaper or search online once a week I will be assigning a due date for a summary of a current business/economy article. You will turn in the summary along with the article. The summary must be well

written and neat and not word for word from the article. The last paragraph is for your opinion, meaning, what effect if any will this have on you or your family now or in the future.

You can choose any article that is appropriate. Marks will be deducted for late articles. If you are absent the day the article is due you are to hand it in the next time you are in school. You may leave it in on my desk. I will not constantly remind you - this is your responsibility.

Detailed Syllabus

Period	Unit	Topic	Material	Assignment	Assessment
Sept 2-10	The Economic Environment	<ul style="list-style-type: none"> • Economic Decision • Economic System • Economic Role • Economic Measurements 	Student Edition – (SE) Introduction to Business. Chap. 1-4 Multimedia Equipment	<ul style="list-style-type: none"> • Selected end of Chapters assignments. • Weekly Articles Summary • End of Unit Project 	<ul style="list-style-type: none"> • End of Chapter Quiz • End of Unit Test
Sept 14-30	Business and Government in our Global Economy	<ul style="list-style-type: none"> • Business in our Economy • Business Structures • Business Ethics • International Business • Management 	Student Edition – (SE) Introduction to Business. Chap. 5-9 Multimedia Equipment	<ul style="list-style-type: none"> • Selected end of Chapters assignments. • Weekly Articles Summary • End of Unit Project 	<ul style="list-style-type: none"> • End of Chapter Quiz • End of Unit Test
Oct. 1-8	Technology in Business	<ul style="list-style-type: none"> • Computer in Business • Computer Applications • The future with Technology 	Student Edition – (SE) Introduction to Business. Chap. 5-9 Multimedia Equipment	<ul style="list-style-type: none"> • Selected end of Chapters assignments. • Weekly Articles Summary • End of Unit Project 	<ul style="list-style-type: none"> • End of Chapter Quiz • End of Unit Test

Period	Unit	Topic	Material	Assignment	Assessment
Oct. 12-22	Global Careers	<ul style="list-style-type: none"> • Human Resources • Career Planning. Success in the working World • Opportunities in small business 	Student Edition – (SE) Introduction to Business. Chap. 10-16 Multimedia Equipment	<ul style="list-style-type: none"> • Selected end of Chapters assignments. • Weekly Articles Summary End of Unit Project	<ul style="list-style-type: none"> • End of Chapter Quiz • End of Unit Test
Oct 26-29	Consumers and Consumerism	<ul style="list-style-type: none"> • The Informed Consumer • Consumer Buying Decision • Consumer Rights and Responsibilities • Service Occupations 	Student Edition – (SE) Introduction to Business. Chap. 17-19 Multimedia Equipment	<ul style="list-style-type: none"> • Selected end of Chapters assignments. • Weekly Articles Summary End of Unit Project	<ul style="list-style-type: none"> • End of Chapter Quiz • End of Unit Test
Nov. 2-12	Financial institutions and the banking Service	<ul style="list-style-type: none"> • The Banking System and Financial Services • Opening a checking account • Using checks and other payment methods • Managing your account 	Student Edition – (SE) Introduction to Business. Chap. 20-23 Multimedia Equipment	<ul style="list-style-type: none"> • Selected end of Chapters assignments. • Weekly Articles Summary End of Unit Project	<ul style="list-style-type: none"> • End of Chapter Quiz • End of Unit Test

Period	Unit	Topic	Material	Assignment	Assessment
Nov. 15-23	Credit in Our Economy	<ul style="list-style-type: none"> • Fundamentals of Credit • Uses of Credit • Cost of Credit • Credit Records and Regulations 	Student Edition – (SE) Introduction to Business. Chap. 24-27 Multimedia Equipment	<ul style="list-style-type: none"> • Selected end of Chapters assignments. • Weekly Articles Summary End of Unit Project	<ul style="list-style-type: none"> • End of Chapter Quiz • End of Unit Test
Dec. 1-11	Saving and Investment Strategies	<ul style="list-style-type: none"> • Staring to Save • Using Your saving Plan • Stock and Bonds • Other types of investments 	Student Edition – (SE) Introduction to Business. Chap. 28-31 Multimedia Equipment	<ul style="list-style-type: none"> • Selected end of Chapters assignments. • Weekly Articles Summary End of Unit Project	<ul style="list-style-type: none"> • End of Chapter Quiz • End of Unit Test
Dec. 14-18	Risk Management	<ul style="list-style-type: none"> • Insurance • Vehicle Insurance • Property Insurance • Life Insurance • Health Insurance 	Student Edition – (SE) Introduction to Business. Chap. 32-36 Multimedia Equipment	<ul style="list-style-type: none"> • Selected end of Chapters assignments. • Weekly Articles Summary End of Unit Project	<ul style="list-style-type: none"> • End of Chapter Quiz • End of Unit Test
Jan. 3-15	Personal Financial Management	<ul style="list-style-type: none"> • Foundations of Money • Budgeting Techniques • Your Financial Future 	Student Edition – (SE) Introduction to Business. Chap. 37-39 Multimedia Equipment	<ul style="list-style-type: none"> • Selected end of Chapters assignments. • Weekly Articles Summary End of Unit Project	<ul style="list-style-type: none"> • End of Chapter Quiz • End of Unit Test

Jan. 18-20	First Semester Finals Covering units 1-7				
Period	Unit	Topic	Material	Assignment	Assessment
Jan. 31- Feb 11	Small Business Management	<ul style="list-style-type: none"> • Managing a small Business • Managing Human Resources • Producing and Marketing Goods and services • Maintaining Financial Information 	Student Edition – (SE) Introduction to Business. Chap. 40-43 Multimedia Equipment	<ul style="list-style-type: none"> • Selected end of Chapters assignments. • Weekly Articles Summary End of Unit Project	<ul style="list-style-type: none"> • End of Chapter Quiz • End of Unit Test
Feb 15- June 3	Course Review and Experience Gathering	<ul style="list-style-type: none"> • Field Trip to Wall Street. • Field Trip to a banking Institution to be decided. Field trip to a manufacturing institution		10 page Thesis applying what was learnt to one business visited making recommendations for improvements in at least two area.	
June 6-9	Second Semester Finals covering Chapters 8-11				



Grading System:

The Following System of marking and recording Grades will be used, Numerical equivalents are also indicated.

Letter	Percentage	Honor Points
A	93-100	4.00
A-	89-92	3.66
B+	86-88	3.33
B	83-85	3.00
B-	79-92	2.66
C+	76-78	2.33
C	73-75	2.00
C-	69-72	1.66
D+	66-68	1.33
D	63-65	1.00
F	62 or less	0.00

Please Refer to the 2004-2005 Bulletin re Attendance policy, dress code, computer policy .

God's Richest Blessing to you in all your scholastic endeavors for the academic year.

Class and School Theme –I can Do all Thing Through Christ...