

Introduction to Business

Mr. Klimkiewicz

Course Overview

In Introduction to Business, we will study the concepts, principles and operations of private enterprise. We will compare and contrast sole proprietorships, partnerships, and corporations – and the advantages and disadvantages of each. This course explores the functions of modern business management, marketing, and ethics and social responsibility that can improve or tarnish a brand. We'll also look at the human resource management side of running a business, and learn how employers can motivate their employees. The numbers side of running a business is examined including bookkeeping, accounting, financial management, investments, and banking.

Course Objectives

By the end of this course you will be able to demonstrate a good understanding of the principles, processes, and vocabulary related to the following areas:

1. Analyze economic systems including capitalism, socialism, and communism and compare development of economic systems; how businesses operate within those systems; and the impact on business, society, and the individual.
2. Demonstrate understanding of the profound technological and economic changes over the past 100 years particularly in the areas of globalization and international business and the impact on work and social structure.
3. Discuss and create solutions to case studies relative to management, motivation, and leadership theories.
4. Identify the processes used to accomplish organizational goals through planning, organizing, leading, and controlling people and other organizational resources.
5. Differentiate among Theories X, Y, and Z; Taylor's Scientific Management Theory; Hawthorne Theory; Herzberg Theory; and Expectancy, Reinforcement, and Equity Theories to explore the relationships between businesses and their stakeholders.
6. Explore changes in social demographics, demographic trends, and their effects on businesses.
7. Apply concepts of social responsibility in relation to business ethics, environmental concerns, and equal opportunity in employment.
8. Analyze concepts of business financial control including accounting, banking, management, budgets, and investments.
9. Analyze marketing concepts including product, pricing, promotion, wholesaling, retailing, and distribution.
10. Problem-solve and formulate appropriate business responses to a variety of social issues such as multi-cultural/diverse populations, globalization, social responsibility, ethics, and environmental sustainability.
11. Produce projects which require research, data compilation, data interpretation, and evaluation.
12. Integrate into projects the concepts of price-market mechanisms, stock markets, unions, marketing, entrepreneurial ventures, forecasts, trends, and financial institutions as they impact business and society.

Required Texts and Materials

Text: Business in Action (7th edition) Bovee & Thill

Materials: Paper (Notebook)
Pencil

Classroom Rules and Expectations

1. Follow the classroom rules and expectations (see attached lists).
2. Be on time to class:

To be on time for class you must be in your seat, with your materials, ready to go when the bell rings. If you do not have these things out and ready to go when the bell rings you will be considered tardy.

With your materials means you must have 5 things out and ready to go:

1. Book
 2. Homework
 3. Paper
 4. Pencil
3. If absent, it is your responsibility to find out what you missed.

Grades

Grades will be determined by the percentage of total points accumulated during the semester. Grades will be given as follows:

A	93 – 100%
A-	90 - 92 %
B+	87 – 89%
B	83 – 86%
B-	80 - 82 %
C+	77 – 79%
C	73 – 76%
C-	70 - 72 %
D+	67 – 69%
D	63 – 66%
D-	60 - 62 %
F	≤59%

Assignments

Assignments will be given on most days. They are an important piece of the learning process. If you do not do your assignments, you will miss out on the opportunity to find out what questions you have, and to get those questions answered. You will have time in class to complete assignments. If that time is not sufficient to complete you must complete the assignment for homework.

While I will grade some assignments, I will not be grading assignments on a daily basis. I believe your grade should be based on what you know of the subject. As such, your grade will be calculated using the total points you receive from your quizzes, tests, projects and other activities. By doing your assignments daily, you can ensure that you are prepared for the material that will be covered in your quizzes and tests. Assignments will not be accepted after the school-wide Missing Work Deadlines and as such will be given a permanent zero in the gradebook.

Tests and Quizzes

Tests and quizzes will cover the material from class and from assignments. If you work hard, complete your assignments, and come in for help when you need it, you should do well in this course.

There is no comprehensive Semester Final for this class. Instead of a comprehensive final, we will have a final project that students will present to their peers during Finals Week.

Absences

If you are absent for any reason, it is your responsibility to find out what you missed. The expectation is that you check the resources available to you, before you come to ask me what you missed.

If you miss a test or a quiz due to an excused absence, you must schedule a time with me to complete the task typically either at lunch or after school. It is your responsibility to talk to me about this.

Each day I will post the given work for the day on Google Classroom. If you forget what was assigned, or if you are absent, please check either of the places to obtain your missing work. After you have done this, check in with me to see if there was anything else that you missed.

Academic Conduct

All students must practice academic honesty. Academic misconduct is subject to academic penalty by disciplinary sanction from the University of Montana. All students need to be familiar with the Student Conduct Code. The Code is available online at: The Link to Student Conduct Code is

<http://www.umt.edu/sa/upsa/index.cfm/page/1321>

Accommodations

If any student is in need of accommodations at any time during this course due to a disability or medical condition please inform the instructor immediately so necessary accommodations can be provided.

Contact Information

Please feel free to contact me at any time. I am best reached by email, but if you call and I am not available, please leave a message and I will return your call as soon as I am able. My prep periods are 2nd and 6th periods. I will be available to meet by mutually agreed upon appointment before and after school.

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