

Seminar In Business

Course Syllabus

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Course Description:

This one semester course allows students to explore a variety of business topics, including the economy, business ethics, financial institutions, saving, investing, and other current business topics. A study of the stock market and a stock market game are emphasized throughout the course. This course also includes a field trip to the Chicago Federal Reserve, Board of Trade, and Mercantile Exchange.

Course Objectives:

This course is designed to provide students with a basic understanding of the economy, business practices, and the stock market. Upon completion of this course, students will be able to:

- appreciate and make informed decisions in the world around them, by establishing a basic business/economic foundation
- understand being an educated investor will help enable them to become financially sound

Textbook and Materials:

- Textbook: Glencoe Introduction to Business, Fifth Edition
- Pen/pencil, notebook, calculator, and 2-pocket folder or 3-ring binder

Units/Topics:

1) Foundations of Business

- A Look at Needs and Wants
- Economic Resources and Systems
- Economic Activity in a Changing World
- Business Ethics and Social Responsibility
- Business Ownership and Operations
- Money and Financial Institutions

2) Saving and Investing (cont.)

- Trading Stocks
- Strategies for Stock Selection
- Portfolio Diversification
- Annual Reports
- Stock Market Game

2) Saving and Investing

- Savings Accounts and Investing in Stocks
- Stock Exchanges and Indexes
- Words of Wall Street
- Stock Tables
- Researching Stocks

Grading scale:

93-100% = A (5.0) 85-92% = B 76-84% = C 68-75% = D Below 68% = F

Grading Information:

Students will be graded using assignments, quizzes, tests, and participation as follows:

40% - Assignments	Includes all written class work, homework assignments, and computer assignments.
50% - Quizzes/Tests	Includes quizzes given at the end of each chapter, and tests of cumulative material covered in class and text.
10% - Participation	Includes items such as: being punctual and prepared for class each day, contributing to class discussions, cooperating with classmates/teacher, washroom and locker pass abuse, etc.

Semester Grade:

40%	1 st Quarter
40%	2 nd Quarter
20%	Final Exam (cumulative)
100%	
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Class Rules:

- Good attendance is essential if you want to do well in this course. Also, a third tardy will result in the deduction of participation points and a classroom detention.
- Come to class prepared! This means bringing your textbook, notebook, pen/pencil, etc. to class every day. If you have to go to your locker for these items, participation points will be deducted.
- Keep your assignments up-to-date. If you are absent, it is YOUR responsibility to obtain missed assignments/notes.
- Courteousness and consideration should be practiced at all times during this class. This is in regards to fellow classmates, teachers, and guest speakers.
- Assignments, quizzes, and tests missed due to excused absence (illness, field trip, etc.) must be made up within a reasonable time after your return to school.
- Late work will be accepted for partial credit (less 25% for one day late; less 50% from over one day late until date of next test). Late work will NOT be accepted after this time.
- No hall or washroom passes (beyond two) will be issued during class without the loss of participation points.

Academic Honesty:

It is expected that all material submitted for this course is the actual work of the individual whose name appears on the material. Research information must be properly documented. Violations of academic honesty include, but are not limited to cheating, plagiarism, and receiving help on a test. Copying another person's assignment will result in both the copied assignment and the original assignment guilty of academic dishonesty. A student found guilty of academic dishonesty is subject to failure for the assignment in question and/or failure of the course.