



LISLE HIGH SCHOOL

Introduction to Business

Contact Information

Teacher	Email	Phone Number
Mr. Scott Waibel	swaibel@lisle202.org	630-493-8365

DEPARTMENT MISSION

The mission of the Career and Technical Education (CTE) Department is to provide college and career readiness instruction through a dynamic, hands-on curriculum, providing students the education and skills necessary to prepare them for a specific college major and/or career. Students will acquire the ability to work independently, as part of a team, and think creatively to solve problems.

COURSE DESCRIPTION

This 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 is emphasized throughout this course, culminating with a stock market game. This course also includes a field trip to the Chicago Federal Reserve Bank and Nuveen Investments.

This course will provide a solid foundation of business knowledge for those students considering business as a potential college major or future career.

COURSE LEARNING STANDARDS

This course aligns with National Business Education Association (NBEA) Standards. Upon successful completion of this course, students should be able to:

- Assess opportunity costs and trade-off's involved in making choices about how to use scarce economic resources.
- Explain why societies develop economic systems, identify the basic features of different economic systems, and analyze the major features of the U.S. economic system.
- Examine the role of ethics and social responsibility in decision making.
- Describe the major types of business organizations, including sole proprietorships, partnerships, corporations, and limited liability companies, operating within the socioeconomic arena of the national and international marketplace.
- Evaluate saving and investing options to meet short and long term goals.
- Evaluate services provided by financial deposit institutions to transfer funds.

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

- Savings Accounts and Investing in Stocks
- Stock Exchanges and Indexes
- Words of Wall Street
- Stock Tables
- Researching Stocks
- Trading Stocks
- Strategies for Stock Selection
- Portfolio Diversification
- Stock Market Game





LISLE HIGH SCHOOL

COURSE GRADING POLICY

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

25% - Formative	Includes all written class work, textbook assignments, homework, and computer assignments.
75% - Summative	Includes quizzes given at the end of each chapter and tests of cumulative material covered in class and text. Please note that failed quizzes can be re-taken for a passing grade (60%) using your book/notes, but must be made up <u>before</u> the next quiz.

Grading Scale:

90-100% = A 80-89% = B 70-79% = C 60-69% = D 50-59% = F

Extra Credit:

Extra credit assignments will be available throughout the semester. These assignments will allow a student to increase their grade by up to one percentage point per quarter.

Make-up Quizzes:

Quizzes are to be taken when scheduled. If a student misses a quiz due to a field trip, sickness, etc., they must take the quiz before the next quiz date.

Semester Grade:

80% 1st--2nd Quarter

20% Final Exam (cumulative)

100%

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LATE WORK POLICY

Homework will be reviewed in class on a daily basis. Late homework will be accepted for partial credit (less 30% for one day late; less 50% for up to one week late; no credit for over one week late).

COMMUNICATION WITH COURSE TEACHER

For students, face-to-face communication with the teacher is preferred. If not possible, email using the address listed above is the next best communication method. For parents, email is the preferred method, followed by a phone conversation for more in-depth or personal communication. All emails/phone messages are expected to be returned with 24 hours.

OTHER SUPPORT

Forming a study group with fellow Introduction to Business students is highly recommended. Also, Mr. Waibel would be glad to review business topics, homework, etc. on a daily basis before and/or after school. Setting up an appointment in advance would be greatly appreciated.

TEXTBOOK and MATERIALS

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

ATTENDANCE

There is a direct correlation between attendance and success in this course. If you are unable to attend a class, it is your responsibility to obtain the class handouts, notes, etc. You are responsible for anything covered in class during your absence, including assignments given and collected.





LISLE HIGH SCHOOL

CLASS RULES

- The LHS tardy policy will be strictly enforced. If you are not in your seat when the bell rings, you are tardy. A fourth tardy will result in a school detention.
- Come to class prepared! This includes bringing your book, workbook, pencil, calculator, etc. to class every day.
- 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 absence must be made up within a reasonable time after your return to school.
- Students are allowed up to two hall or washroom passes per quarter.
- Electronic communication devices must be used for educational purposes only.
- Students may drink beverages in class as long as they are responsible in a safe and appropriate manner.
- No food is allowed in the classroom.

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 of the assignment in question and/or failure of the course.

FIELD TRIP ELIGIBILITY

In order to be eligible to attend our field trip, a student must have greater than 90% attendance and C's or better in all courses according to the most recent Wednesday Eligibility Report.

MARKETING

In order to remain eligible to enroll in Marketing, a student must earn a C or better in Introduction to Business.

