

**STUDENT NAME:**

**HOUR:**

## SMALL BUSINESS MANAGEMENT

**Teacher:**

Mrs. Malsbury - [kmalsbury@rochester.k12.mi.us](mailto:kmalsbury@rochester.k12.mi.us)  
REMINDE: @ b89bk

**Text:**

Small Business Management E17 – Longenecker

**Computer:**

Internet, Excel, PowerPoint, Word, Moodle

**Other Materials:**

Student responsible for folder, paper, and writing utensil

**Conference:**

3rd Hour / After school (after 2:35) – By appointment

### Course Description:

Students will learn many facets of the business environment by creating a Business plan and contributing to a Virtual Enterprise Business.

Topics to be covered include:

- Business Economic Environment
- International Environments
- Business Structures and Operations
- Legal Aspects of Business
- Management Functions
- Governmental Interactions
- Financial Management
- Marketing
- Credit and Insurance

### Grading Procedures: STANDARDS BASED\*\*\*

Students will be graded on a standards based grading system that shows growth and aptitude. Students can retake a unit final or resubmit projects when they have completed all supplementary assignments (no NHI in gradebook) and have reviewed for the test. All retakes will occur before or after school. (Supplementary info will be shared)

- **Homework:** Homework is used to collect information and resources and to review for quizzes.
- **In-Class Discussion/Participation:** Students are present once cell phone distractions are put away. A cell phone caddy will be used to take attendance. In-class discussion will occur on a daily basis.
- **Tests/Quizzes:** Tests/quizzes will be given to check for understanding, covering the major concepts related to the business concepts listed above.
- **Projects:** Sections of a business plan project will be assigned throughout the semester culminating in an in-depth business plan that will be presented at Shark Tank. If you do not submit a rough draft, the Final draft cannot be improved after being graded. Each of the 5 parts are worth 100 points.
- All points are totaled at the end of each quarter to determine the grade for each card marking period.
- Final exam you need to meet the following requirements
  1. No more than 3 absences in any class second semester
  2. Minimum grade of 77% in the class, or
  3. Minimum grade of 65% AND no missing assignments or assessments in the class
  4. No suspensions.
- **NOCTI Test** – a mandatory industry standard test will be given at the end of the semester, to all students that have taken Functions of Business and Small Business classes in the BAMO program. Successful passing of the test will replace the Final exam in this class.

- **Field Trip** to down town Rochester is scheduled in September to supplement classroom learning. A student will not be penalized for not attending but will be expected to complete an alternate assignment if they do not attend.

<b>GRADING SCALE</b>	
<b>A</b>	<b>93 - 100</b>
<b>A-</b>	<b>92 - 90</b>
<b>B+</b>	<b>89 - 87</b>
<b>B</b>	<b>86 - 83</b>
<b>B-</b>	<b>82 - 80</b>
<b>C+</b>	<b>79 - 77</b>
<b>C</b>	<b>76 - 73</b>
<b>C-</b>	<b>72 - 70</b>
<b>D+</b>	<b>69 - 67</b>
<b>D</b>	<b>66 - 63</b>
<b>D-</b>	<b>62 - 60</b>
<b>E</b>	<b>59 and below</b>

- Students that continue to forget to turn in work or obviously are not concentrating their efforts in class on the assignments given; will be asked to stay after school (with notice) to make up assignments missed.

#### **MAKEUP WORK**

If a student is absent for **ANY** reason, it is the **STUDENT'S RESPONSIBILITY** to find out what homework, assignment, or tests were missed (the first day you return back to school) and arrange to complete the work with the instructor. Students have 1 day for every 1-day they are absent to make up any missed work. Students who turn in work late, 1 day or more after it was assigned will

receive a 20% reduction in grade. It is the prerogative of the instructor to decide whether or not to take in late work. Using time given in class wisely, adhering to deadlines and communicating with the instructor professionally, are essential in successful completion of the class.

#### **Student Responsibilities:**

- To turn their cell phone into the cell phone caddy at the beginning of the hour. Attendance will be recorded when cell phones are not a distraction.
- Students must be in class daily. Class participation and discussion are crucial for student success.
- When in computer labs, students are to respect the hardware and software equipment in the classroom. Students will abide by all regulations outlined in the RHS Secondary Acceptable Technology Use Agreement (see student handbook for more information). Students are to keep all assignments in an organized manner in the folder provided by the instructor.
- **NO cell phone – Period – You have two choices, don't bring them or put in cell phone hotel! If I see it, I will take and give to assistant principal.**

#### **CHEATING:**

IF THE INSTRUCTOR SUSPECTS ANY STUDENT OR STUDENTS OF CHEATING ON ANY ASSIGNMENT, QUIZ OR EXAM, THEY WILL RECEIVE A ZERO ON THAT ASSIGNMENT, QUIZ OR EXAM AND A TELEPHONE CALL HOME TO THEIR PARENT OR GUARDIAN. FURTHER ACTION MAY FOLLOW.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT / GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*\*\*Standards-Based Grading is a system that allows students to *continually work on achievement* of learning objectives without penalty. Students can retake an assessment as many times as they'd like after completing retake requirements within the allotted time and will receive the highest achieved grade in the gradebook for each learning objective. This system encourages students to learn the material and does not penalize them for taking varying amounts of time to achieve an objective; rather, students are rewarded for work and progress to achieve their highest level of performance.

