

The background is a solid green color. In the top-left and bottom-right corners, there are clusters of stylized green leaves. In the top-right and bottom-left corners, there are decorative green stars of varying sizes. A large, white, rounded rectangular frame with a double-line border is centered on the page. Inside this frame, the title text is written in white, bold, uppercase letters.

NEWCOMER BUSINESS SYLLABUS

Ms. Nelson



NEWCOMER BUSINESS

Course Name: Newcomer Business

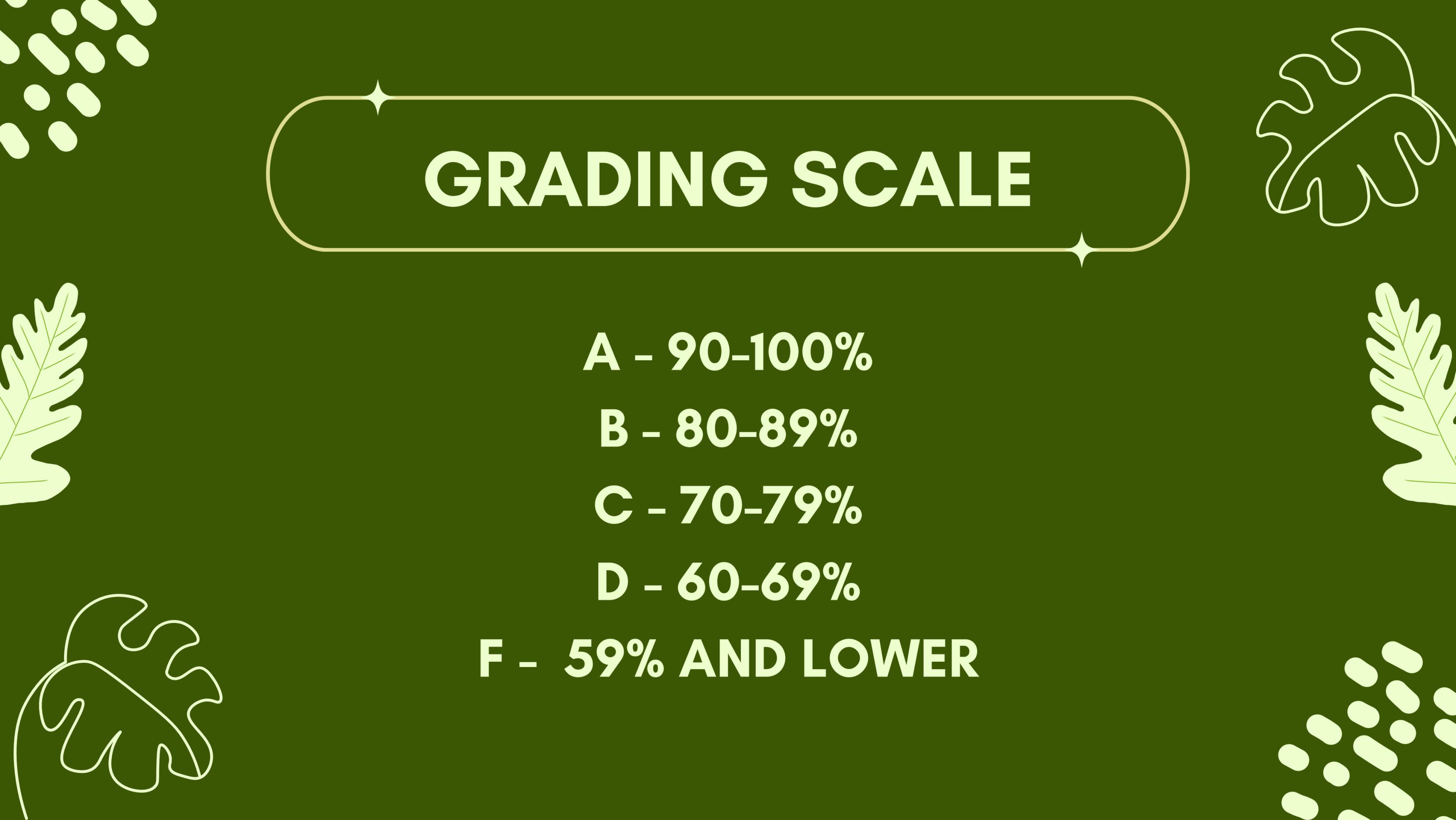
Class Period: Period 1B

Teacher: Ms. Nelson

Room: 101 G-A

Office Location: 106G

Email: lcnelson@west-fargo.k12.nd.us



GRADING SCALE

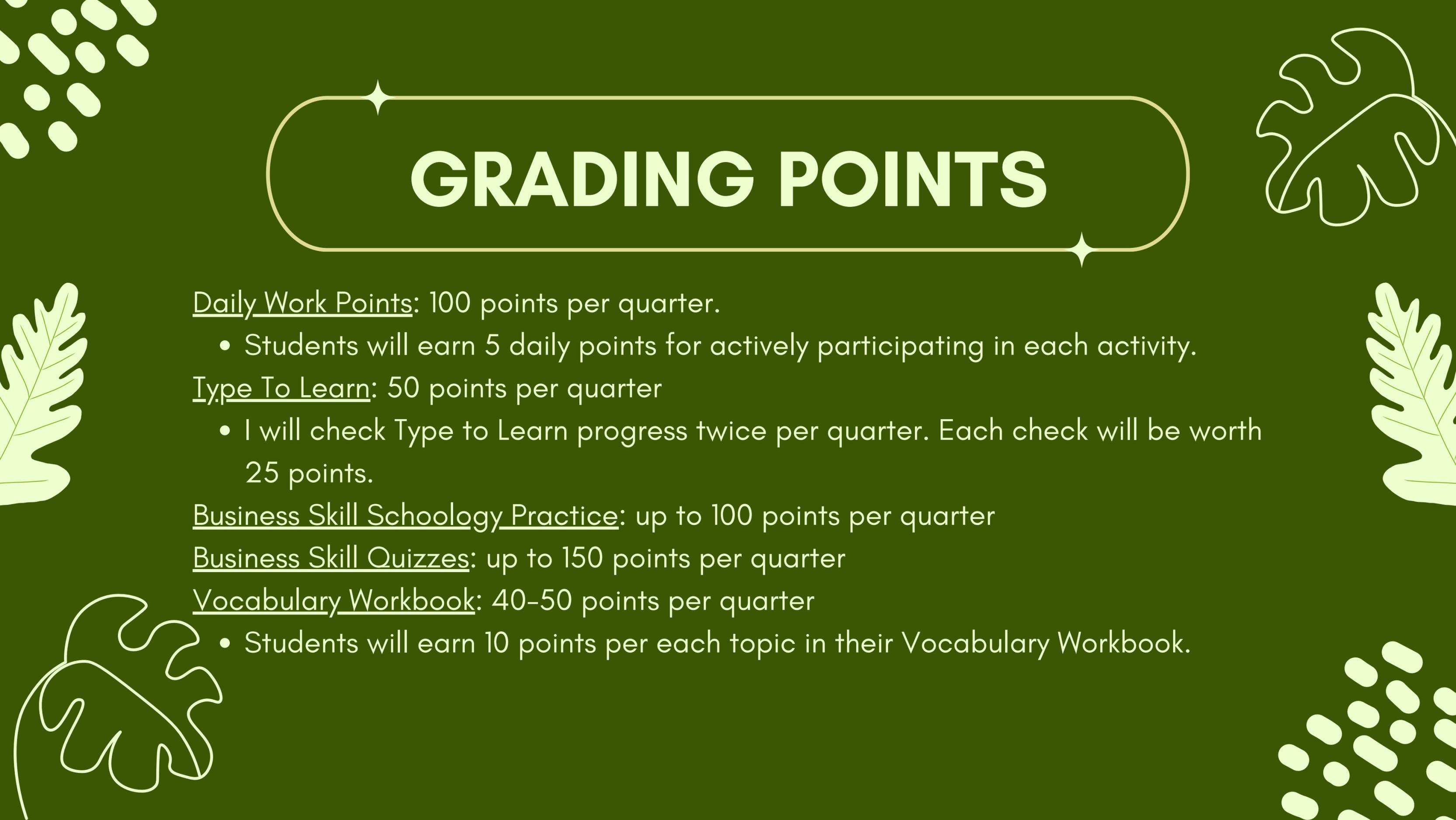
A - 90-100%

B - 80-89%

C - 70-79%

D - 60-69%

F - 59% AND LOWER



GRADING POINTS

Daily Work Points: 100 points per quarter.

- Students will earn 5 daily points for actively participating in each activity.

Type To Learn: 50 points per quarter

- I will check Type to Learn progress twice per quarter. Each check will be worth 25 points.

Business Skill Schoology Practice: up to 100 points per quarter

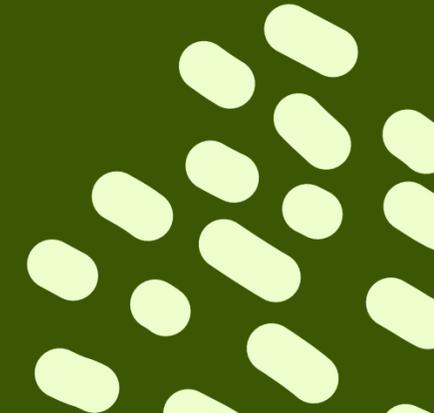
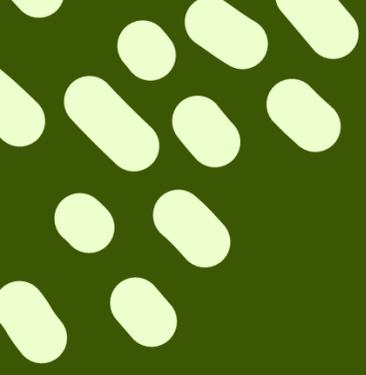
Business Skill Quizzes: up to 150 points per quarter

Vocabulary Workbook: 40-50 points per quarter

- Students will earn 10 points per each topic in their Vocabulary Workbook.

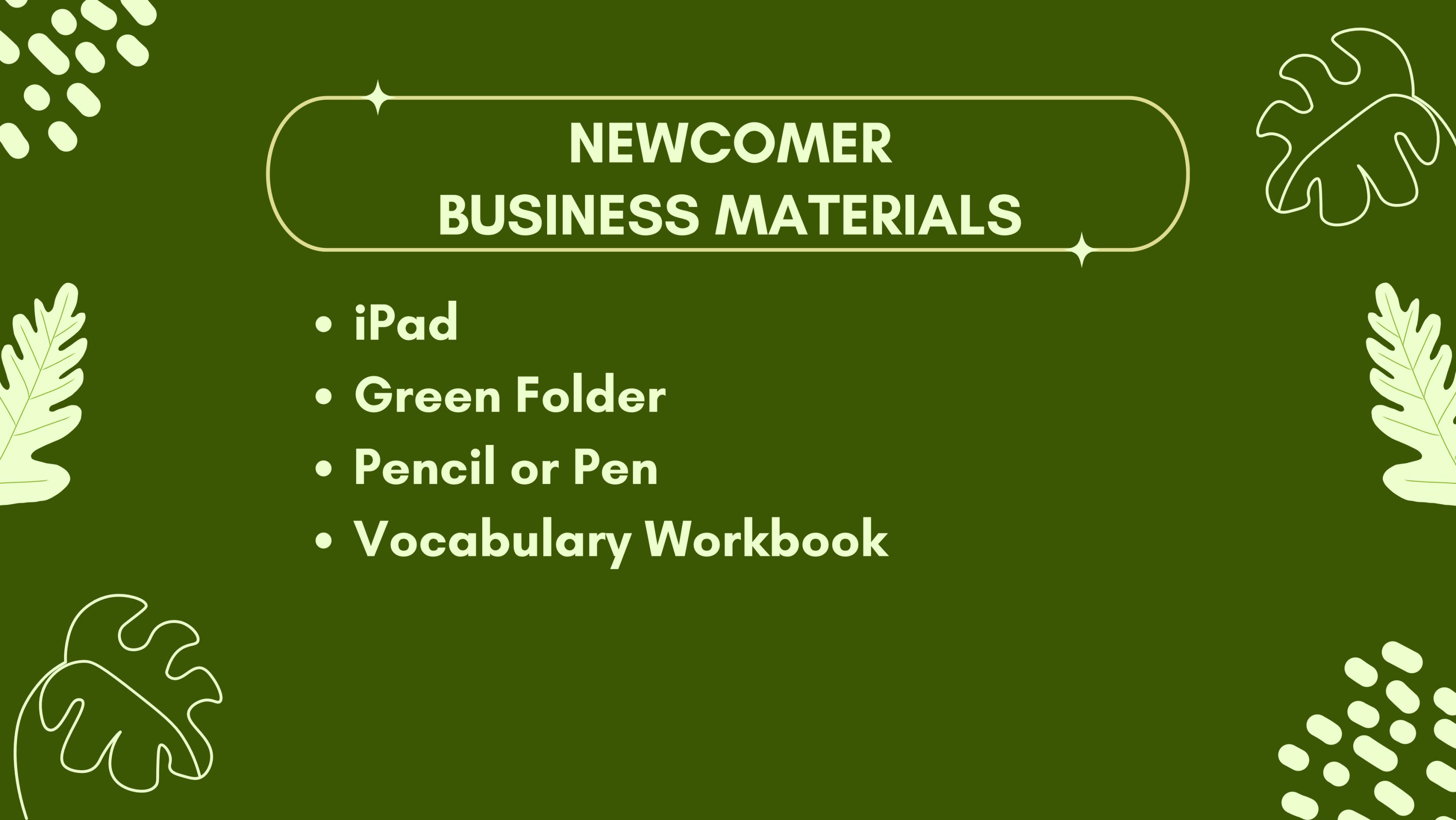
MS. NELSON'S SCHEDULE

Class Periods	A Days	B Days
Period 1	EL Building Level Representative Prep - 101 G-A	Newcomer Business
Advisory WIN	Advisory - 119E WIN - 101 G-A	
Period 2	Prep - 101 G-A	EL ELA IV - 101 G-A
Period 3	EL ELA IV - 101 G-A	Closed SH - 103M
Period 4	Newcomer English - 101 G-A	Prep - 101 G-A



NEWCOMER BUSINESS COURSE DESCRIPTION

Newcomer Business helps students develop the technology and business skills necessary to be successful in high school, college, and the workplace. Students will also develop academic English vocabulary to communicate in the school setting.



NEWCOMER BUSINESS MATERIALS

- **iPad**
- **Green Folder**
- **Pencil or Pen**
- **Vocabulary Workbook**

NEWCOMER BUSINESS UNITS OVERVIEW

Quarter 1:

- Business Skill: iPads, Schoology
- Vocabulary Workbook: Colors, Shapes, Months, Days, Seasons

Quarter 2 Units:

- Business Skill: SecurlyPass, Outlook, PowerSchool
- Vocabulary Workbook: School, Verbs, Family, and Weather

Quarter 3 Units:

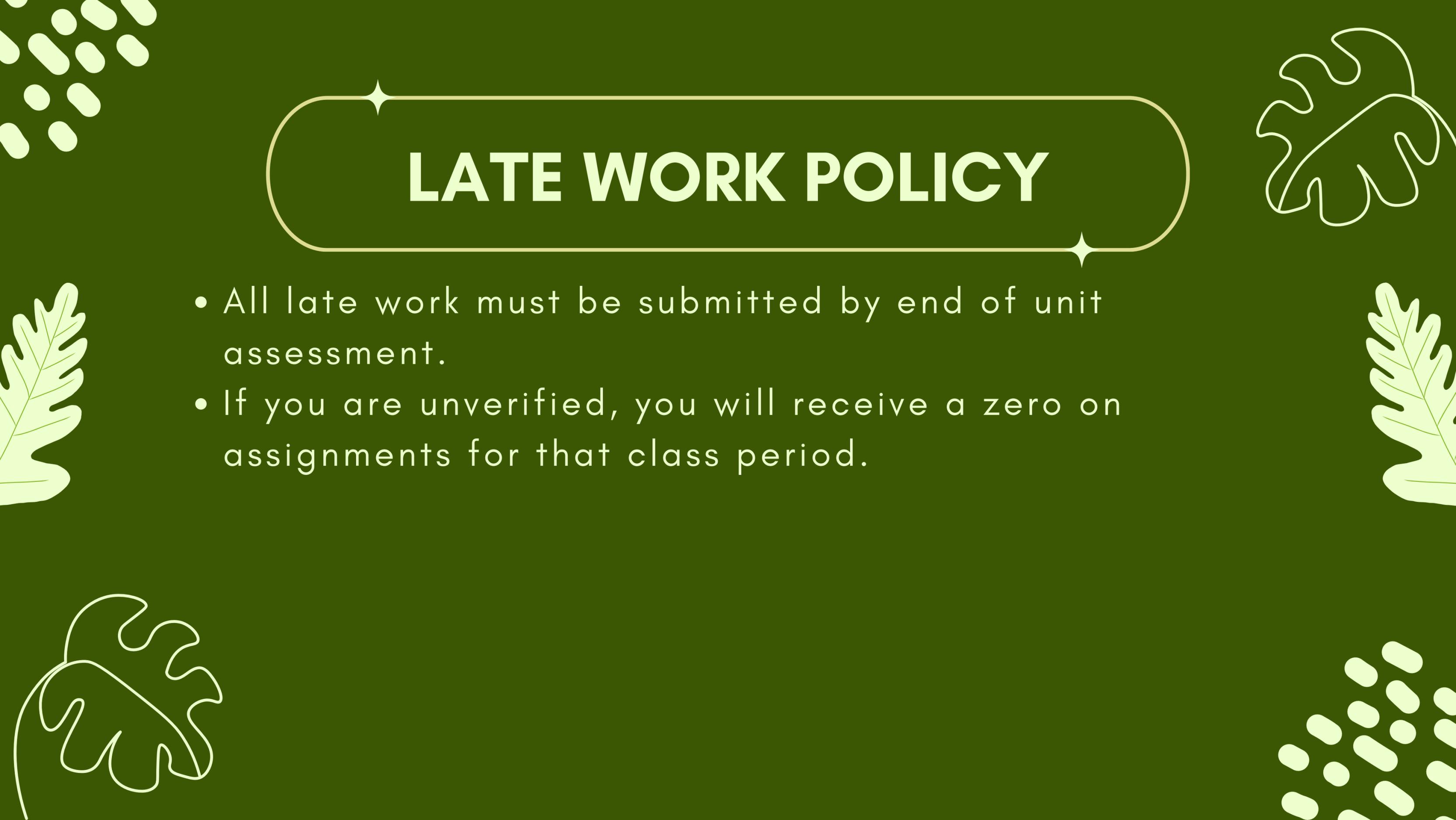
- Business Skill: OneDrive, Microsoft Word
- Vocabulary Workbook: Body, Clothes, Food, Emotions, Opposites

Quarter 4 Units:

- Business Skill: Microsoft PowerPoint
- Vocabulary Workbook: Home, Chores, Community, Store, Transportation

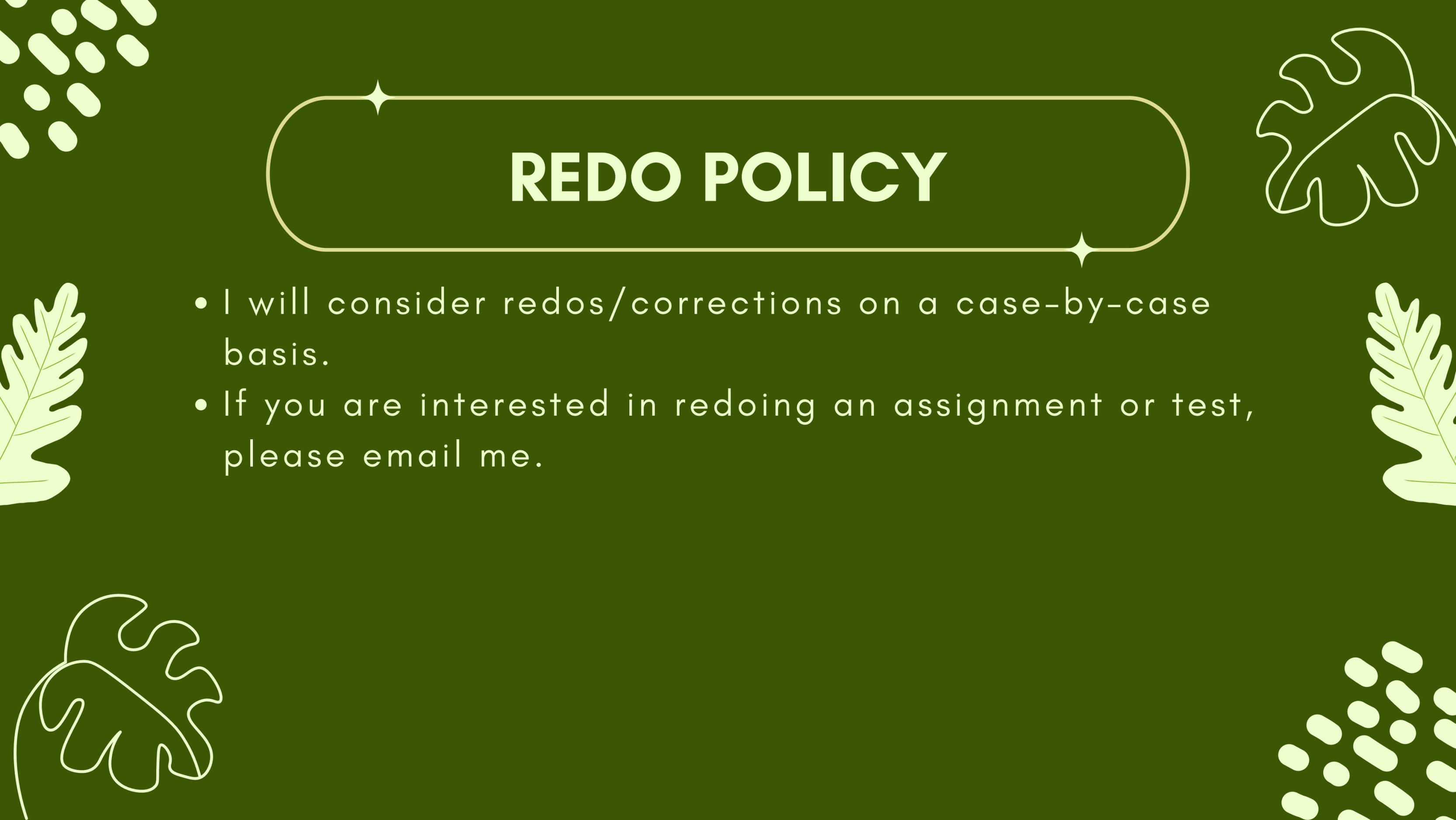
MS. NELSON'S POLICIES



The background is a solid dark green color. It is decorated with several autumn-themed elements: a cluster of yellow and orange leaves in the top-left corner, a single yellow leaf in the top-right corner, a single yellow leaf in the bottom-left corner, and a cluster of yellow and orange leaves in the bottom-right corner. The text 'LATE WORK POLICY' is centered in a white, rounded rectangular box with a thin white border and small white starburst accents at the top and bottom center.

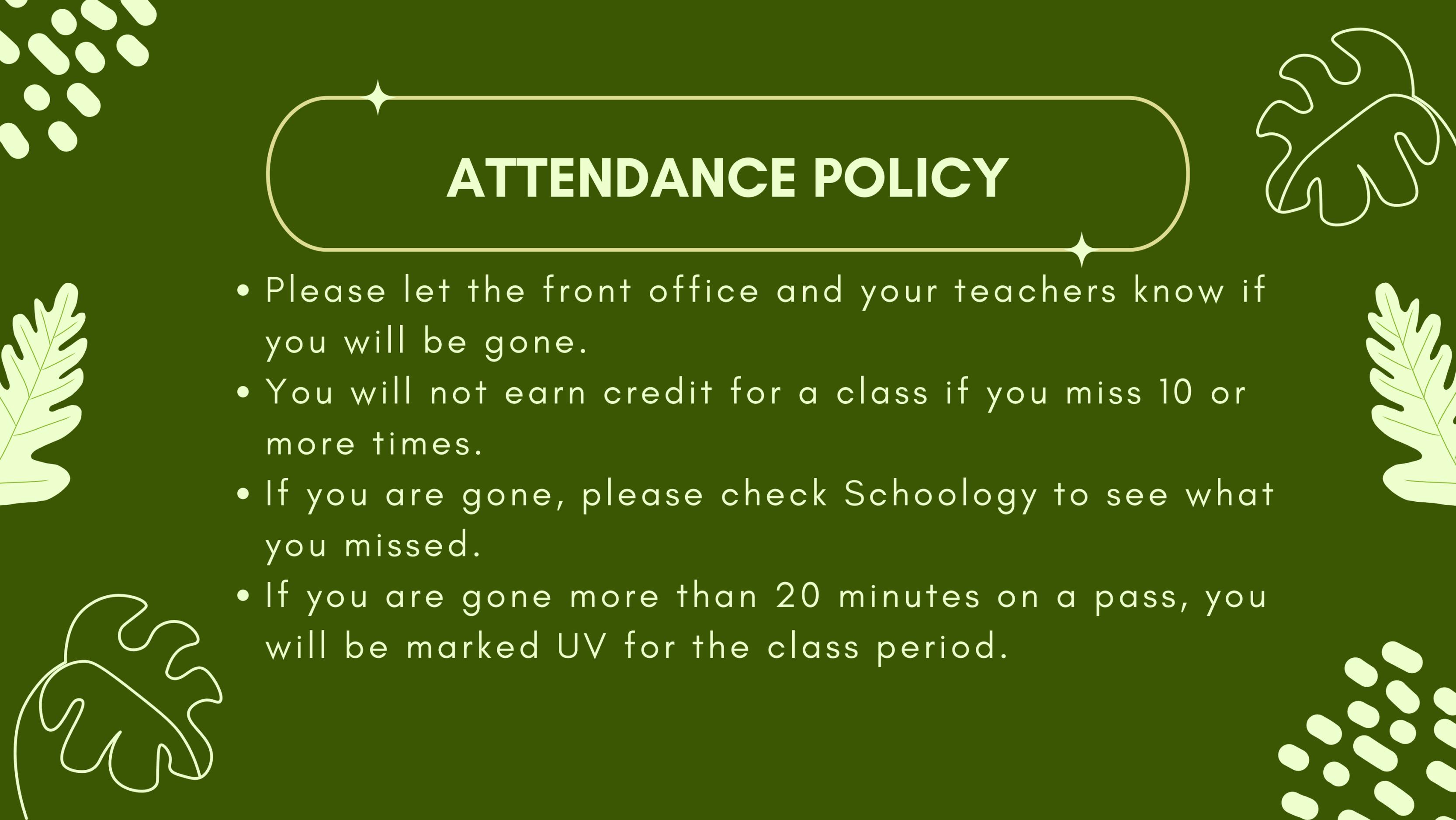
LATE WORK POLICY

- All late work must be submitted by end of unit assessment.
- If you are unverified, you will receive a zero on assignments for that class period.



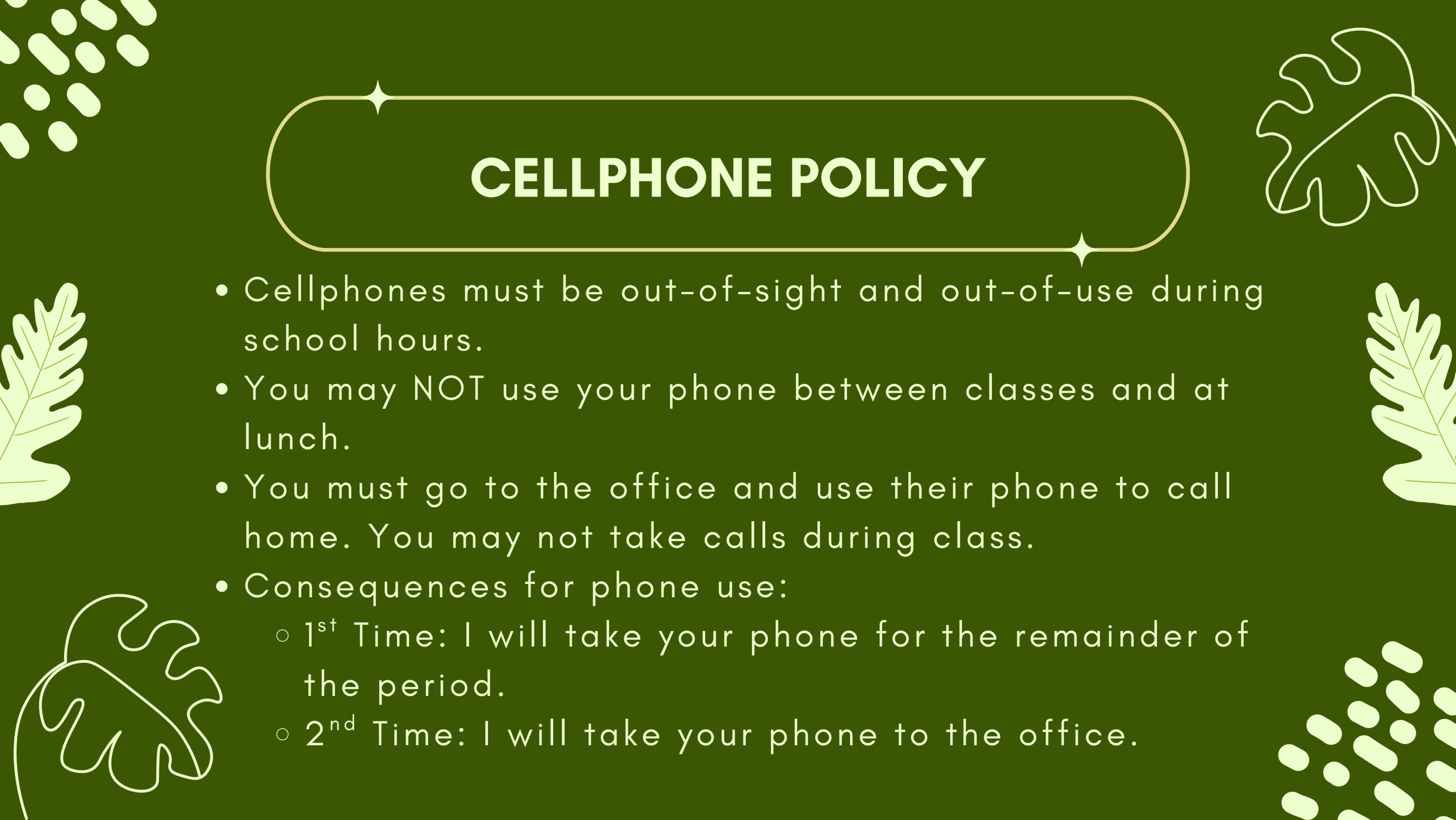
REDO POLICY

- I will consider redos/corrections on a case-by-case basis.
- If you are interested in redoing an assignment or test, please email me.



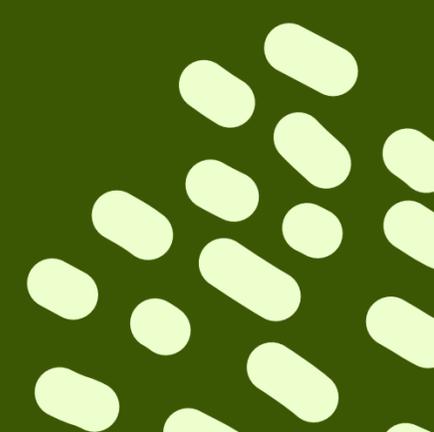
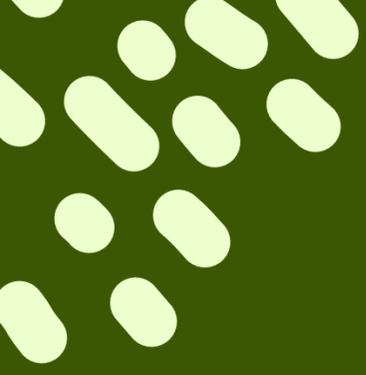
ATTENDANCE POLICY

- Please let the front office and your teachers know if you will be gone.
- You will not earn credit for a class if you miss 10 or more times.
- If you are gone, please check Schoology to see what you missed.
- If you are gone more than 20 minutes on a pass, you will be marked UV for the class period.



CELLPHONE POLICY

- Cellphones must be out-of-sight and out-of-use during school hours.
- You may NOT use your phone between classes and at lunch.
- You must go to the office and use their phone to call home. You may not take calls during class.
- Consequences for phone use:
 - 1st Time: I will take your phone for the remainder of the period.
 - 2nd Time: I will take your phone to the office.



HEADPHONE/AIRPOD POLICY

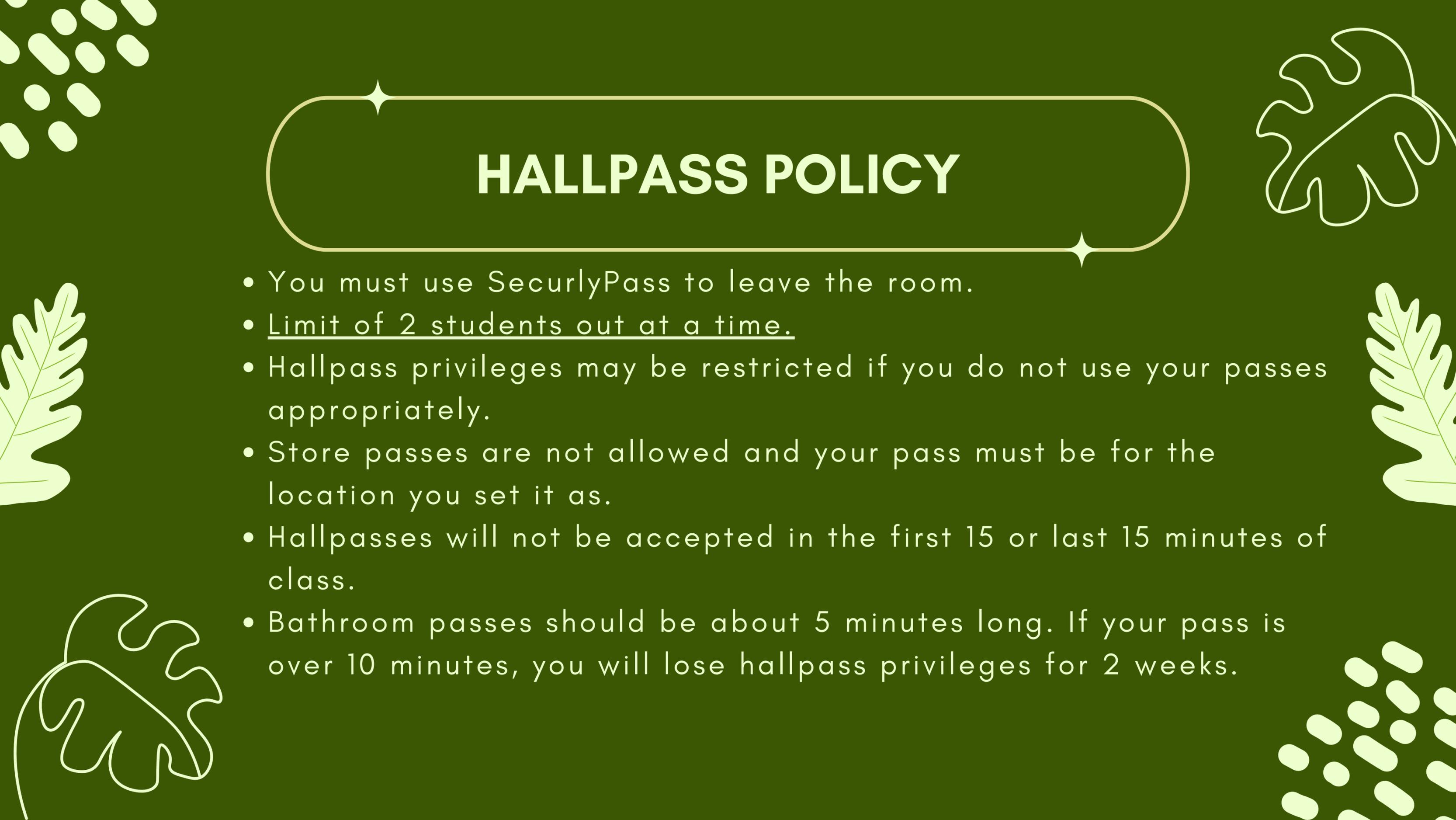
- Headphones/AirPods use is not allowed during Business Skill time.
- Headphones/AirPods may be used during SummitK12, Type To Learn, and Vocabulary Workbook time.
- Headphones/AirPods must be connected to your iPad and not your phone.



FOOD/DRINK POLICY

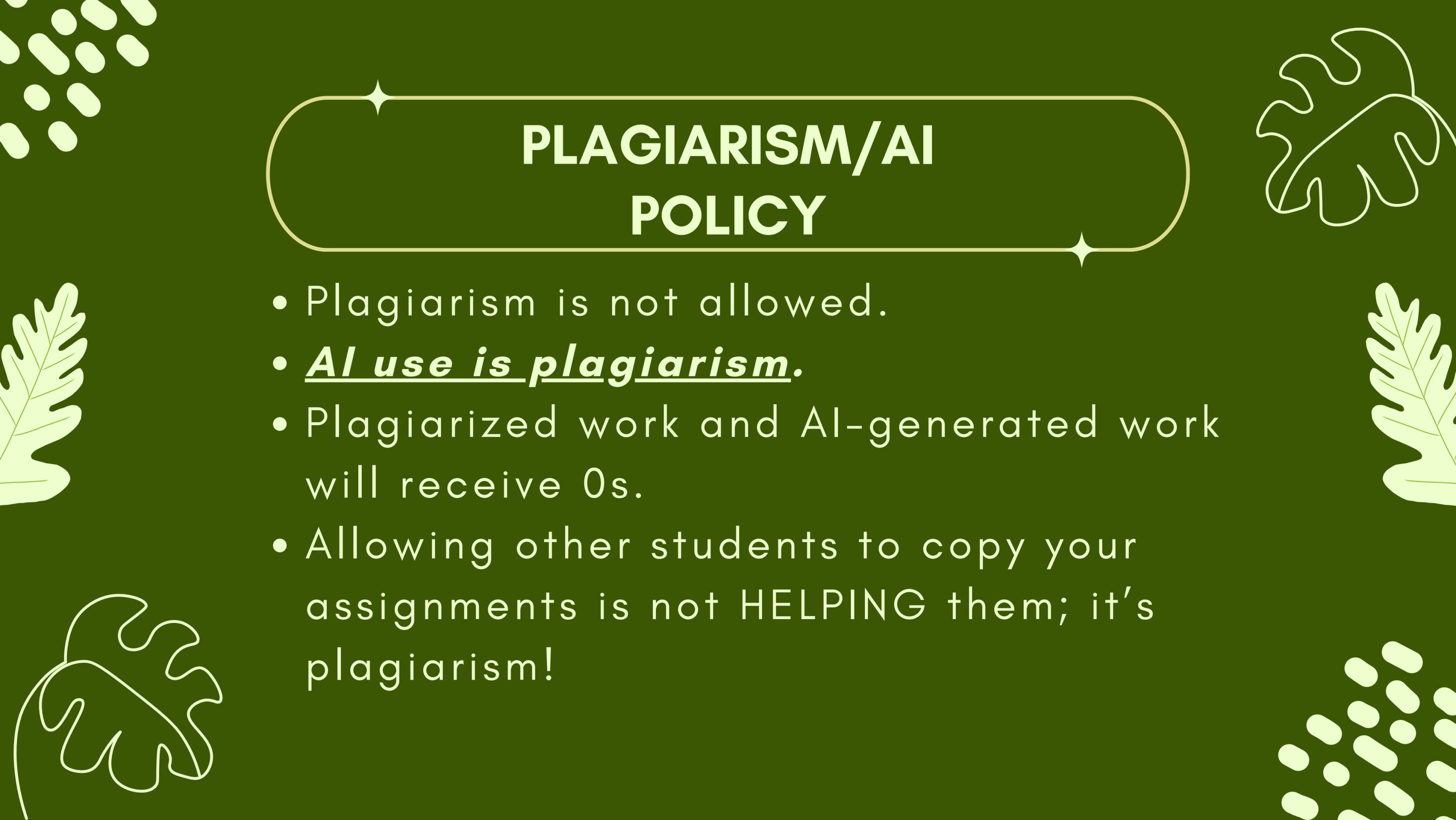


- All drinks must have a non-spillable lid.
- If you bring a drink without a lid, I will take the drink and set it on my desk until the end of class.
- You can have food if it does not make a mess.
- If you leave crumbs or wrappers on our classroom floor, you will lose your privileges permanently. No warnings will be given. If you leave a mess **even one time**, your in-class food privileges are gone for the rest of the year. PLEASE CLEAN UP AFTER YOURSELF!



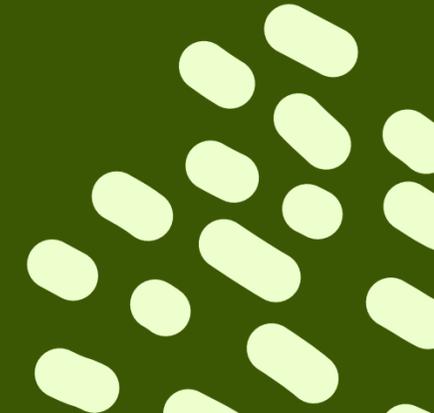
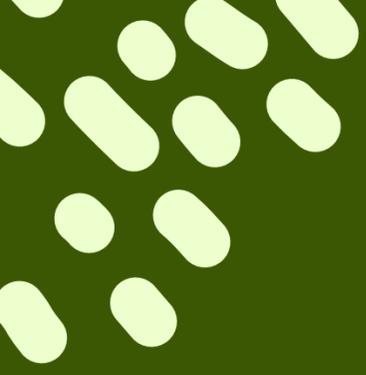
HALLPASS POLICY

- You must use SecurlyPass to leave the room.
- Limit of 2 students out at a time.
- Hallpass privileges may be restricted if you do not use your passes appropriately.
- Store passes are not allowed and your pass must be for the location you set it as.
- Hallpasses will not be accepted in the first 15 or last 15 minutes of class.
- Bathroom passes should be about 5 minutes long. If your pass is over 10 minutes, you will lose hallpass privileges for 2 weeks.



PLAGIARISM/AI POLICY

- Plagiarism is not allowed.
- **AI use is plagiarism.**
- Plagiarized work and AI-generated work will receive 0s.
- Allowing other students to copy your assignments is not HELPING them; it's plagiarism!

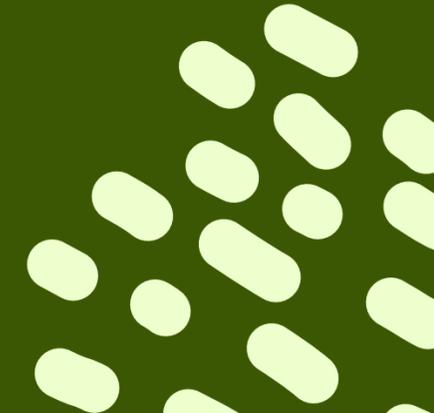
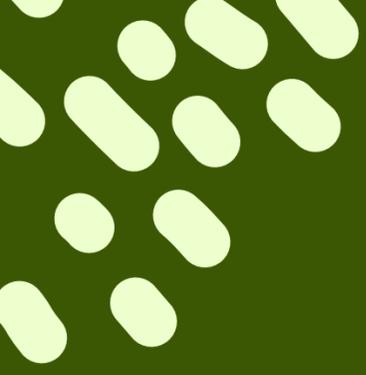


BORROWING HEADPHONES, IPAD PENS, CHARGERS POLICY

- To use classroom headphones or iPad pens outside of our classroom, you must trade me your phone.
- Ms. Nelson's chargers must remain in the classroom at all times.
- Before class ends, all chargers must be returned to the correct locations before you can leave.

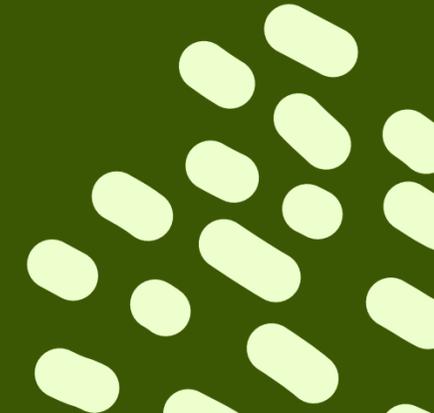
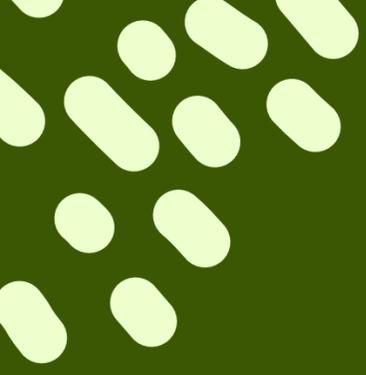
**CLASSROOM
PROCEDURES -
NEWCOMER
BUSINESS**





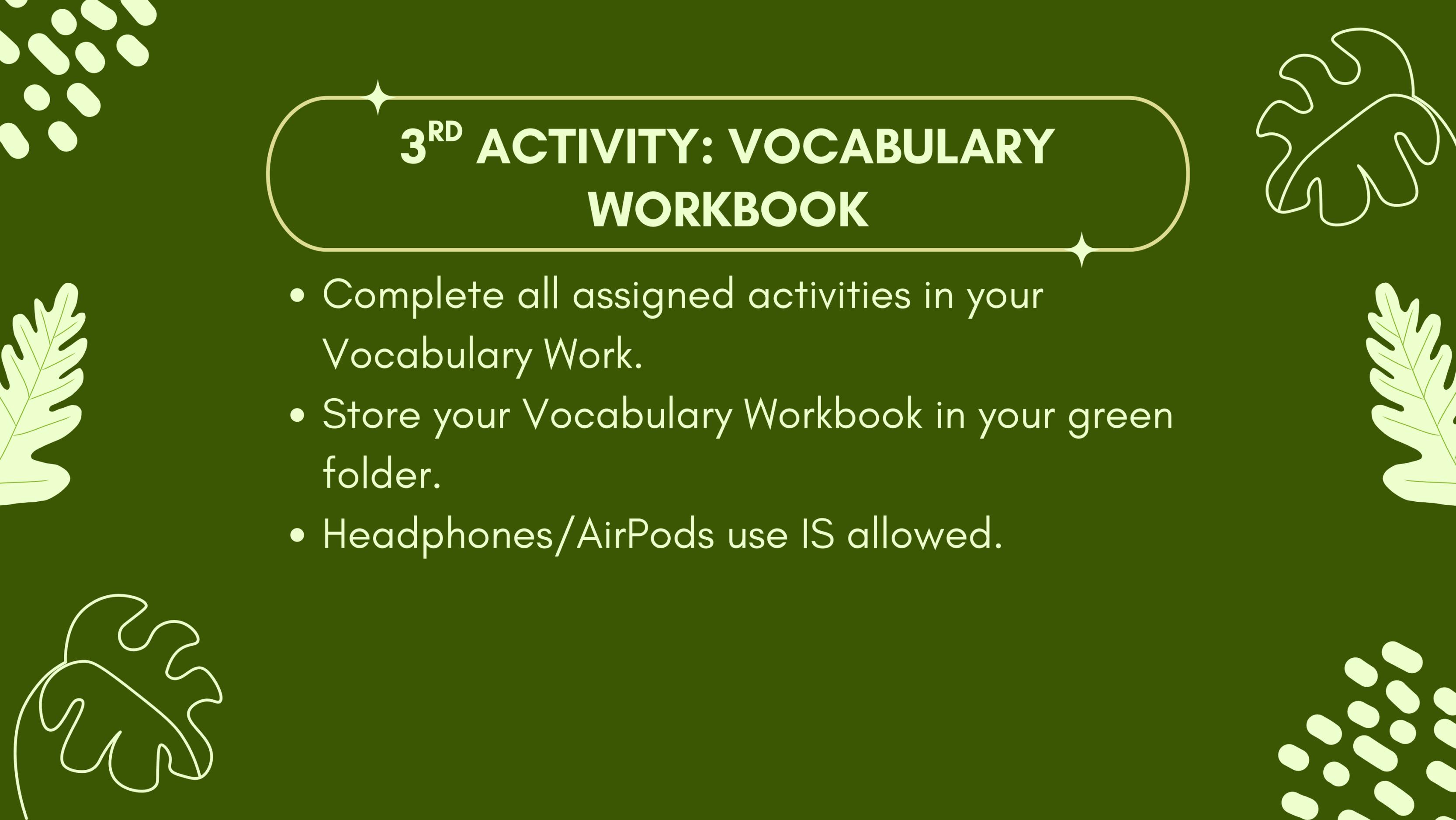
1ST ACTIVITY: TYPE TO LEARN

- At the beginning of class, get your green folder.
- Begin working on Type to Learn or Summit K12.
- Headphones/AirPods are allowed.



2ND ACTIVITY: BUSINESS SKILL

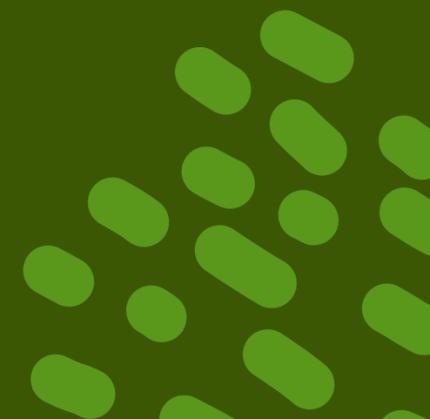
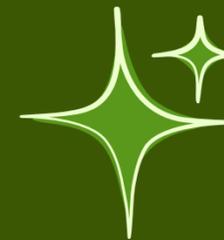
- Complete all assigned activities.
- Store your Business Skill handouts in your green folder.
- Headphones/AirPods use NOT allowed during this time.
- Do not talk while Ms. Nelson is teaching!

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3RD ACTIVITY: VOCABULARY WORKBOOK

- Complete all assigned activities in your Vocabulary Work.
- Store your Vocabulary Workbook in your green folder.
- Headphones/AirPods use IS allowed.

PACKER PROCESS



MS. NELSON'S PACKER PROCESS



COMPASSION IN THIS CLASSROOM:

- Show compassion for your classmates, your teacher, and yourself.
- Use kind, school-appropriate language in the classroom.
- Always remember: It's okay to be mad but NEVER okay to be mean.
- Be respectful and considerate to all classroom members in your speech and actions.

COLLABORATION IN THIS CLASSROOM:

- Do your fair share in group projects.
- Participation is required. You must participate in all classroom activities.
- Follow Ms. Nelson's posted classroom procedures for beginning of class/end of class, instruction, individual work, group work, quizzes/tests, and presentations.

RESPONSIBILITY IN THIS CLASSROOM:

- Come to class on time with all required materials.
- Turn in your assignments in a timely manner.
- Fill out the late work form if you are turning in an assignment late.
- Regularly check your school email and our Schoology class page.
- Keep your work area neat and tidy. If you make a mess, pick up after yourself.
- Follow all school-wide and classroom policies outlined in the course syllabus.

RESILIENCE IN THIS CLASSROOM:

- Be patient with yourself and others.
- Mistakes are a normal part of the learning process. Do not make fun of others for making mistakes.
- Sign up for a WIN session if you need extra help with the class.
- Keep a positive mindset about your learning journey.