

# INTRODUCTION TO BUSINESS

Mrs. Conlin, Mrs. Strater, and Mr. Crites

Fall 2014

## What will you learn?

Do you know what it means to be financially fit? Does money have anything to do with your well-being? In Introduction to Business we will discuss and learn how being financially fit will contribute to one's overall well-being. Students will learn how to make wise buying decisions and how our decisions not only affect ourselves, but those around us, including our nation's economy.

## Features

The goal of this class is to help students understand the importance of being financially fit and in charge of their own personal finances and career decisions. We will take a hands-on approach to learning with projects, discussions, and teamwork.

A few highlights:

- Money management decision making
- Career Exploration
- Budgeting
- Banking



*"It doesn't matter who you are, or where you come from. The ability to triumph begins with you. Always."*

*- Oprah Winfrey*



## Quote

*"Success and happiness are not a matter of chance, but choice"*

*- Zig Ziglar*

# Technology in the Classroom

We will use a lot of technology within the classroom, utilizing the Microsoft Office software. We will also use the Internet often to research and blog. You will need to utilize your username and password and know these for the class.

Other sites you will use will be my website: [www.mrsconlin.weebly.com](http://www.mrsconlin.weebly.com) This site will inform you of the week's events and assignments as well as a blogging area in which we will share ideas.

I encourage you to follow me on Twitter at Mrs\_Conlin for reminders of deadlines for assignments.

Email is also important to use if you wish to submit assignments electronically. My email is [vconlin@rths.k12.il.us](mailto:vconlin@rths.k12.il.us)

We can also share documents via google and my google email is [vickieconlin@students.rths.k12.il.us](mailto:vickieconlin@students.rths.k12.il.us).

# Soft Skills

As part of the Career and Technical Education it is our goal for all of our students to leave our classrooms with strong soft (transferrable) skills. These skills are what employers are looking for and do not train. We will focus on the following soft skills throughout the semester: attendance, time-management, conduct, communication, quality of work, effort, problem-solving, and participation/teamwork. All students will follow a rubric and will self-reflect on their quality in each area as well as be evaluated on these skills.

# Late/Absent Work Policy

Students will have ten days after the mid-term/quarter date to receive 80% credit of the grade earned. After that time period, the grade remains a zero. All late or missing work will remain a zero until it is turned in and graded. This includes absent work—absent work will receive one day after due date to be turned in (with no penalty) as all assignments are posted at the beginning of each week and online. If an absent is extended, the student must have a conference with me to create a schedule for the missing work.

# Electronic Devices

RTHS has a strict electronic device policy. In the classroom there will be no head-phones or cellphones in use during class time. All devices must remain put away until students are in the hallway. If I see the device, the student must surrender the device, which will be turned in to the office and the appropriate administrator will handle the issue. Please see the electronic device policy in the student hand-book page 24.

# Grading

Most of the grades will be based on projects and presentations. Other areas will be quizzes, tests, soft skills, and other assignments.

Tests/Quizzes/projects	60%
Soft Skills	20%
Assignments	20%



## Quote

The difference between a successful person and other is not a lack of strength, not a lack of knowledge, but rather a lack of will.

- Vince Lombardi

