

July 2007

Mr. R. Kirin Bartow High School Room 506
Legal Aspects of Business 8215130
2007-2008 Course Syllabus Business Department 1 Credit

COURSE DESCRIPTION:

This course is designed to provide an introduction to the legal aspects of business. Topics include business law concepts, forms of business ownership, insurance awareness, governmental regulations, management functions, human resources management issues, and career development. The use of computers is an integral part of this program. After successful completion of Legal Aspects of Business, students will have met Occupational Completion Point - Data Code C, Administrative Support - SOC Code 23-2090

WORKPLACE COMMUNICATIONS

02.0 Use technology to apply and enhance communication skills in technical reading, writing, speaking, listening, and viewing

MANAGEMENT

06.0 Develop an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles

07.0 Practice quality performance in the learning environment and the workplace—the student will be able to:

08.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace

WORK-BASED LEARNING

20.0 Participate in work-based learning experiences

BUSINESS SUPERVISION

69.0 Demonstrate an understanding of business law

70.0 Demonstrate an understanding of different types of insurance

Grading Policy:

Required Task	Approximate Percentage of Grade	BHS Grade Scale	
Worksheets	20%	90%-100%	A
Quizzes/Exams	50%	80%-89%	B
Class Participation	10%	70%-79%	C
Homework*	10%	60%-69%	D
Daily Work/Organization	10%	60% or less	F

Class participation includes group work and response to oral examinations

Daily work includes seat work and correction of test/worksheets

Grades are available on line via parent viewer - options - Call, E-mail, Grade sheet or parent conference.

* Due on the date assigned at the beginning of class.

TEXTBOOK/ RESOURCES - Glencoe-McGraw-Hill Understanding Business and Personal Law - Appropriate chapter and unit worksheets.
The appropriate school club for this class is FBLA - Future Business Leaders of America

CLASS EXPECTATIONS AND REQUIREMENTS

- This is a business class; students are expected to practice businesslike dress and behavior.
- **Unexcused** absence will result in loss of daily participation points.
- Suspension or removal from class for inappropriate behavior will result in loss of daily participation points
- Improper use of class equipment will not be tolerated
- Presentation of work from others - represented as your own - will equal a zero for the assignment - for both parties (see code of conduct 5.02)
- NOTE: all class behavior, including the above will be processed in accordance with the current Polk County Code of Student Conduct. This includes any 9th grade center rules as applicable.
- "In class on Task" includes no heads down or eyes closed during class; be an active note taker during lectures; participate on group and seat work; no headsets or "entertainment" devices to be used during class!
- Ahead of your classmates on a test or worksheet? : READ! You are encouraged to use class appropriate material or work from other Bartow High classes per my review and approval.

Additional information

Students may use hand held calculators at any time in class. Cell phones are not to be used as calculators at any time in class. Students may submit extra credit work if all regular assignments are completed. Extra credit will not be used as a substitute for missing work! Make up work is the responsibility of the student. When you return to class, make sure you get a list of all make up work. Seat work and worksheets from the day you are absent will be handed out after the current days work is complete. Makeup is due the next class.
Exceptions: Prolonged absence or assignment to an alternative school will be dealt with as needed.

Contacts

I am available at Bartow High at (863) 534-7400 or at (863) 324-7891
Email - Ronnie.Kirin@polk-fl.net

ATTEND - PARTICIPATE - PRODUCE

Student Name _____

Student Signature _____

Parent/Guardian _____

Parent Guardian Signature _____

Parent phone or E-mail Contact _____