A close up of a sign

Description automatically generated**Course Syllabus – Intro to Business and Marketing**

Ms. Biba S. Kavass

Class Location: 142

Email: [kavassab@scsk12.org](mailto:kavassab@scsk12.org)

Website: bkavass.weebly.com

Tel: (901) 416-4540 ext. 85446

**Program of Study:**

**Marketing, Distribution, and Logistics**

* **Intro to Business and Marketing**
* **Foundations of Supply Chain**
* **Supply Chain I**
* **Supply Chain II or Practicum (Work-based Learning)**

**Your success is very important to me. To that end, I thought it would be helpful to outline some requirements and expectations for this course.**

**Course Description:**

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| *Introduction to Business and Marketing is an introductory course designed to give students an overview of the Business Management and Administration, Marketing, and Finance career clusters. The course helps students prepare for the growing complexities of the business world by examining basic principles of business, marketing, and finance in addition to exploring key aspects of leadership, ethical and social responsibilities, and careers. Students’ academic skills in communications, mathematics, and economics are reinforced with activities modeled in the context of business topics. Upon completion of this course, proficient students will be equipped with the foundational skills to succeed in any of the Business, Marketing, or Finance programs of study and will be prepared to make an informed decision regarding which pathways they would like to pursue in high school.*  **Industry Certifications:**  Students will be eligible to take the following industry certifications:   * MS PowerPoint 2016 * MS Word 2016   **Student Organizations:**  We encourage students to join related student organizations for leadership, competitions, travel, and scholarships. We offer the following:   * DECA – Marketing Association * FBLA – Future Business Leaders of America * National Technical Honor Society   **Grading:**   * Classwork: 35% * Class Participation: 5% * Homework: 10% * Projects: 10% * Tests/Quizzes: 40%     **Attendance Policy**  Regular and prompt class attendance is an essential part of the educational experience. Cordova High School expects students to exercise good judgment regarding attendance and absences. Students will accept full responsibility for ensuring their work does not suffer because of absences. All students are expected to attend every scheduled class on time. Exceptions may be made for illness and valid emergencies. (Refer to CHS Student Handbook for further details.)  **Classroom Expectations**   * Arrive to class on time * Be prepared * Respect your classmates and teacher * Give your all, all the time * Be responsible for your actions * **No use of cell phones allowed during class** |
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**Make-up Work**

Students are allowed two (2) days per each day of EXCUSED absence and not to exceed one week unless the absence warrants it. For UNEXCUSED absences, Cordova High will hold strictly to the one (1) day allowance per day absent.

**Plagiarism, Cheating, and Academic Integrity**

Plagiarism is the practice of copying words, sentences, images, or ideas for use in written or oral assessments without giving proper credit to the source. Cheating is defined as the giving or receiving of illegal help on anything that has been determined by the teacher to be an individual effort. Both are considered serious offenses and will significantly affect your course grade. Please refer to the Student Code of Conduct booklet for additional information.

**Field Trips**

Field trips are an excellent, and fun, real-life learning opportunity for our students. Please note that it is the policy of Cordova High School that a student may NOT attend field trips if they are failing ANY class and/or have excessive absences/tardies.

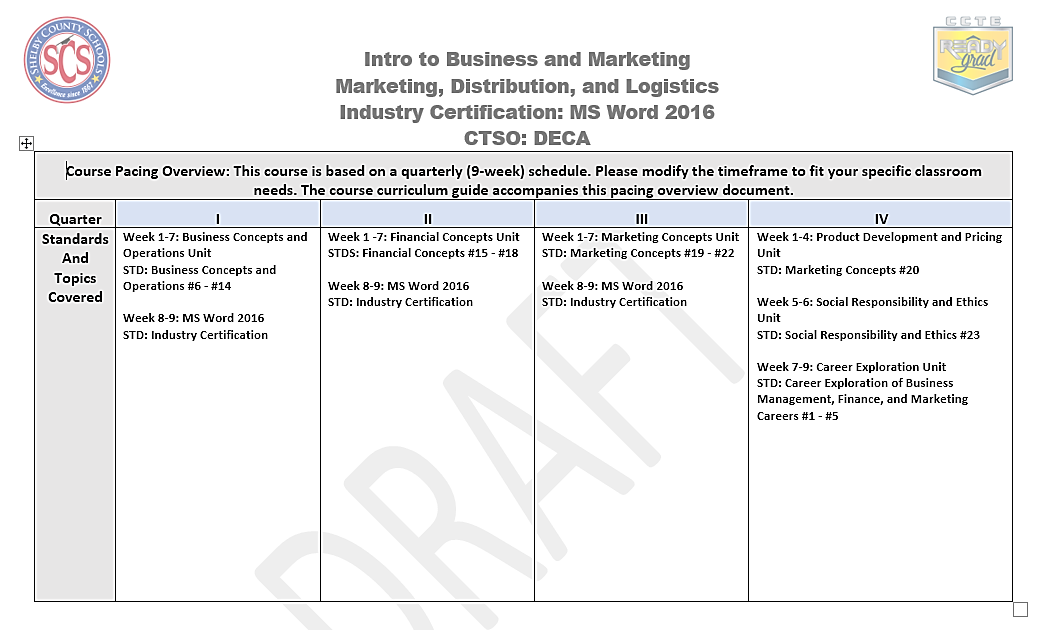
**Course Structure**

This is a very hands-on class and most of our work is done in class; however, there will be times that students must complete assignments and/or projects outside of class and deadlines are strictly adhered to.

At the beginning of each unit, students will be provided with a Unit Instruction Packet and a schedule for completed assignments. **ALL** assignments/class work are on my website – <bkavass.weebly.com>. In addition, I will be using the Remind APP to remind students of due dates, quiz dates, and test dates.

After school tutoring will be available to all students on **Tuesday and Thursday.**

**CURRICULUM PACING GUIDE**



**Please fill out the information on the back of this letter and return to Ms. Kavass as soon as possible.**

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*Print Student Name Student Cell Phone for Remind 101*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Period: \_\_\_\_\_\_\_\_\_\_\_\_

*Student Signature*

***Parent(s) Information:***

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Cell ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Email Address for Parent(s) Best Contact Number*

***Attendance and participation in class are key to achieving success in school. Absences and tardies make it very difficult to keep up with classwork.***

*Is there any information you would like me to know about your student?*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Parent(s) Signature*