



**St. Joseph Secondary School  
Department of Business**

**Course Code:** BBI 201  
**Course Name:** Introduction to  
Business  
**Level:** Open  
**Teacher:**

**Student's Name:** \_\_\_\_\_

**Textbook #:** \_\_\_\_\_

**Overall Course Expectations and/or Curriculum Strands:**

**Course Description:** This course introduces students to the world of business. Students will develop an understanding of the functions of business, including accounting, marketing, information and communication technology, human resources, and production, and of the importance of ethics and social responsibility. This course builds a foundation for further studies in business and helps students develop the business knowledge and skills they will need in their everyday lives.

**Ontario Catholic School Graduate Expectations (Vision of the Learner):**

The graduate is expected to be:

- 1. A discerning believer**
- 2. An effective communicator**
- 3. A reflective, creative and holistic thinker**
- 4. A self-directed, responsible, lifelong learner**
- 5. A collaborative contributor**
- 6. A caring family member**
- 7. A responsible citizen**

**Efforts will be made to meet the individual learning needs of students to promote student success with respect to meeting the expectations of this course.**

My signature below indicates that I have read the Course Handout, and I am in agreement with its contents.

**Parent's/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Units of Study:

- Unit 1: Economic Basics
- Unit 2: Business Fundamentals
- Unit 3: Entrepreneurship
- Unit 4: Personal Finance

## Resources:

The course will use a variety of resources which will be distributed to students during the first week of the course. The text and all other resources assigned to each student are the responsibility of the student.

### **Resources for this course include:**

The World of Business textbook

**Any damage incurred will result in payment for replacement.**

Replacement Cost: \$90

## Evaluation Policies

1. Student marks will be determined by evaluating process & product according to 4 categories (see below) & 4 levels of the Achievement Chart as found in the Ministry Policy document for the Business Department.

### Evaluation Structure:

<b>Knowledge/Understanding</b>	<b>25%</b>
<b>Application</b>	<b>25%</b>
<b>Communication</b>	<b>25%</b>
<b>Thinking</b>	<b>25%</b>

**Term Evaluations = 70% of the final mark and Summative Evaluation = 30% of the final mark. Final Evaluations will include:** (itemize; e.g. final examination = 20% & Culminating Performance Task = 10%)

2. Feedback will also be provided for student **learning skills:** Responsibility, Organization, Independent Work, Collaboration, Initiative and Self-Regulation are assessed apart from student achievement in the four categories outlined above and will conform to the coding:

**E – Excellent          G – Good          S – Satisfactory          N - Needs Improvement**

3. **Assignments** submitted after the due date established by the teacher will receive a penalty **in accordance with our Board Assessment & Evaluation Policy Document** as outlined in the student agenda.
4. Should a student miss an evaluation due to a legitimate absence, **in accordance with our Board A&E Policy Document**, the student and teacher will make arrangements to address the missed evaluation in a timely manner. In the cases of **extended vacation** or **prolonged absence**, consultation with the appropriate administrator is required.
5. In the event that the student does not make up the missed evaluation(s), a zero may be assigned. If it is determined that the evaluation(s) has/have been missed as a result of a skip/truancy or has/have been plagiarized, a zero may be assigned.
6. For all other cases of absence and/or missed evaluations (including absence during the final examination period), please refer to our Board A&E Policy as outlined in the student agenda.

**St. Joseph – Pray for Us and May God bless your efforts this semester!**