

Skyline High School
IB Business Management SL 2019-2020
Course Information & Official Syllabus

General Course Information

Course Name: IB Business Management (BUS561)

Credit: 1.0 Career & Technical Education

Textbook: *Business Management*, Hoang, 4th Edition

Fees: DECA dues of \$40; DECA conference fees, TBD (area, state & national as appropriate); and IB Exam Fee as appropriate

Contact Information

Instructor: Jessica Hall

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Office Location & Hours: Room 2105, by appointment

Website: <http://misshallshs.weebly.com/>

Course Details

Course Description: This course emphasizes understanding technical innovation and daily business functions, including marketing, human resources, management and finance. This course prepares students for a Standard Level (SL) examination at the end of the course. For IB Diploma students, this course fits in Group 3 or 6.

Units:

Business Organization & Environment (Chapter 1)

Accounting & Finance (Chapter 3)

Marketing (Chapter 4)

Human Resources (Chapter 2)

Operations (Chapter 5)

Recommended Materials for Class:

- Spiral notebook (or loose notebook paper)
- 3-ring binder with 7 dividers
- Black or blue pen & pencil with eraser
- Basic calculator
- Daily planner

Grading Structure:

Element	First Semester	Second Semester
Assessments	60%	50%
1: Business Plan/2: Internal Assessment	30%	20%
CUEGIS Essays	N/A	10%
MOSG	N/A	10%
Final	10%	10%

Classroom Expectations & Policies

Miss Hall's Basic Classroom Guidelines:

1. Be respectful, inclusive, accepting, and kind.
2. Arrive to class on time, prepared, and with a positive mindset.
3. Act with integrity, honesty, & creativity.
4. Be willing to take academic risks, challenge yourself, and go out of your comfort zone.

Assessments and Grades:

- A 88.00-100.00%
- B 76.00-87.99%
- C 64.00-75.99%
- D 52.00-63.99%
- F 00.00-51.99%

Students may earn two grades in this course.

First, a grade (A–F) will be earned by all students for performing elements of the coursework. This grade will be posted on their transcript like any other course. Students who elect to take the IB Exam WILL NOT take the final, which will be scored as a zero/no count. Those not taking the IB exam will take a modified IB Exam as their final at the same time as the IB exam is given. Grades will be final after this exam. There will be no more points earned or extra credit available to enhance grades. We'll conclude the year with a non-graded unit of my choice (potentially based on student input as well).

Second, students who choose to earn an IB Diploma, an IB Business Management course certificate or are part of the IB Career Path will earn an IB grade, or "score," ranging from 1 (low) -7 (high). This score will be derived from two assessments.

1. The first assessment, which counts for 25% of the IB score, is called the "Internal Assessment", which is graded "internally at Skyline" by the instructor. This assessment is a maximum 1,500-word commentary focused on answering a forward-looking research question about an actual local business.
2. The second assessment, called the "External Assessment", counts for the other 75% of the IB score and is graded "externally to Skyline" by the IB organization. This assessment is administered over two days, where the first day is 75 minutes and the second is 105 minutes. The first part (35%) requires answering three questions about a case study that is issued and studied approximately three months in advance. The second part (40%) has three sections; Section A requires students to select one of two questions with a quantitative focus, Section B requires one of three questions from the course's Learning Objectives, and Section C is new and is an extended response question focusing on CUEGIS.

Also, please note: to earn an A, students in this class must attend the DECA Area competition at the Meydenbauer Center in Bellevue, WA on January 9, 2020.

Attendance:

Regular attendance is very important to be successful in IB Business Management. The classroom attendance policy corresponds with the school-wide policy. The course material is cumulative, making consistent attendance necessary to not fall behind in conceptual development.

Missed class:

If a student is out of class, it is their responsibility to:

- Use my classroom website to determine and take responsibility for missed content.
- Proactively communicate with me clearly and in a timely manner.
- **Excused absence:** Turn in missed graded deliverables and/or complete missed assessments within the number of days they were absent.
- **Unexcused absence:** Turn in missed graded deliverables and/or complete missed assessments immediately. In the event of an unexcused absence, the student should attempt to meet the deadline by turning in missed assignments to me via email.

Late work:

Adhering to deadlines is important in the business world, and I expect deliverables to be turned in and assessments to be completed on time. Graded deliverables and assessments will be considered late after the above policies and recorded as “missing” in the gradebook. However, these missing grades can be cleared once the student turns in the deliverable/completes the assessment by a mutually agreed upon date.

Extra Help Opportunities:

I am willing to schedule additional help sessions before or after school, upon request. Additional opportunities will be available through Flex Time when possible.

Extra Credit:

No extra credit opportunities are available in this class. The only grades in the gradebook will come from quizzes/tests (both semesters), the DECA Business Plan (1st semester), the IB Internal Assessment (2nd semester), CUEGIS essays (2nd semester), MOSG (2nd semester), and the finals (both semesters).

Turn it In:

Certain assignments will be submitted to the website www.turnitin.com.

Leaving Class:

Only one student may leave the classroom at a time unless given my expressed permission. You may not leave my classroom during direct instruction (i.e. lecture or giving directions) or during presentations. Before you leave the classroom, you must fill out the classroom sign-out sheet. To sign out, legibly sign your name, list the time you are leaving class, and state where you are going. When you return to class, mark the time you returned to class.

Group Work:

Students will frequently work in pairs/groups in this class. Sometimes I will allow students to choose their own partner(s), and other times I may assign them. I expect you to gracefully accept these assignments with a positive attitude. During group work, answers and solutions may be freely shared, but all members are expected to contribute. Simply copying answers without having helped to produce the product is plagiarism and will be treated as such.

Electronics Use:

Students will be held accountable to all related ISD and Skyline High School technology policies and procedures both in and outside of the classroom, which can be found on the respective websites. We may use cell phones, tablets, and/or laptops for activities and assignments during class, but use of electronics by students is up to my discretion. When these electronics are not being used for class, they are expected to be kept out of sight, preferably in the student's backpack or bag. Students may listen to music with headphones or earbuds during independent work time, but only during that time. If unauthorized electronics use causes a disruption in learning, the student will be asked to leave the device(s) in their backpack at all times. If it continues to be an issue, the student's parent(s)/guardian(s) will be contacted.

Academic Integrity:

The Skyline High School Student Handbook outlines the definition of academic dishonesty, types of academic integrity violations, and consequences for violations. My classroom policies align with these guidelines. Cheating and plagiarism are both against course and school policies and will NOT be tolerated.

Food & Drink:

Both food and drinks are allowed in my classroom. Students are expected to clean up any messes as necessary, and these privileges will be revoked if students do not respect the classroom and the students.

IB Information

IB Subject Group:

IBBM satisfies one of EITHER two subject groups for IB diploma requirements. This provides great flexibility for diploma candidates. Students may choose to use this course for their Group 3 Individuals and Societies OR Group 6 Arts and Electives requirement.

Diploma and Career Path Candidates:

Depending on the grade of IB diploma candidate, there are IB test choices:

1. Junior diploma and Career Path candidates may elect to test at the SL level in May 2020 (external assessment) or if they choose, after completing IBBM SL, enroll as a senior in the IBBM HL course and test at the HL level in May of 2021.
2. Senior diploma and Career Path candidates enrolled in the SL course will test at the SL level in May 2020 (external assessment).

Note: Many colleges and universities award credit and/or placement for the HL test (typically with a score of at least 5 out of 7), saving college students time and money.

Certificate Candidates:

Most IBBM students, either juniors or seniors, are not diploma candidates. These are students who have chosen to take the course to challenge themselves academically and learn about business at an in-depth level, demonstrating increased academic rigor to colleges and universities. Junior and senior students may elect to test at the SL level in May 2020 (external assessment). Juniors may elect to enroll as a senior in the IBBM HL course and test at the HL level in May of 2021 (external assessment).

Written Projects:

All students will be required to complete the IB Internal Assessment written assignment. This assessment will be counted in your Skyline transcript grade as well as influence your IB Score. Also, all students will be required to complete a DECA Written Project (see below).

DECA Information

What is DECA? www.wadeca.org

The DECA program is a cooperative program which is a mandatory part of classroom activities. It provides you an opportunity to:

- join an organization where more than 225,000 students are serious about career and personal growth.
- attend area, state, regional, and national competitions. (area competition is mandatory)
- develop leadership skills by serving on committees and holding offices at chapter, area, state, and national levels.
- elect DECA officers within our chapter to provide internal leadership.
- to become acquainted with community leaders through the chapter's community service projects.
- learn through hands-on experiences such as working in the student store and/or competition.
- conduct selling projects (fundraisers) to build revenue for our chapter.

Important Dates:

- **Area Competition:** Thursday, January 9, 2020 at the Meydenbauer Center in Bellevue, WA (*mandatory*)
- **State Competition:** Thursday, March 5 - Saturday, March 7, 2020 at the Meydenbauer Center in Bellevue, WA
- **National Competition:** Wednesday, April 29 - Saturday, May 2, 2020 in Nashville, TN

Associated Fees:

DECA dues of \$40; DECA conference fees, TBD (area, state & national as appropriate).