Business Skills

Mr. Macomber  (Office Hours:  8:20-9:15am M-F)
Room: D-1
Phone Number: 916-433-5200, Ext. 1401
2015/2016

Course Description:
It is important for students to have a strong grasp of number sense, and how to find an unknown number. Every student should know how to apply fractions, statistics, and probability to life like situations.

Unit 1 Money Management, Control Your Cash Flow
Unit 2 Borrowing, Use-Don’t Abuse
Unit 3 Earning Power: More Than A Paycheck

Textbook

Course Requirements & Expectations

1. Students with an excused absence must get make-up work from the teacher or a fellow student. For the number of days you were gone, you have that same number of days to return the make-up work. Weekends do not count! If a student anticipates an excused absence (club meetings, sports, etc.), the student should check with the instructor to establish a due date prior to the excused absence.

2. Any work missed for an unexcused school absence must be made up. Note: students more than 30 minutes late to a class are then considered by school policy to have an unexcused absence.

3. I rarely accept late work homework, and never for in-class work. If you are absent for any reason, see the teacher for make-up due date. All assignments are due at the beginning of class.

4. Students are expected to submit quality work that is on time and completed neatly. Students must show their work whether or not it is on the same sheet as their homework.

5. Students must write or type Name, Instructor’s Name, and assignment Due Date at the Top Left Section of the paper on all assignments.

6. All students will be held accountable for upholding the school’s Academic Dishonesty and Plagiarism policies. Students who cheat on homework, test, or essay will receive no credit for that particular assignment. Students who cheat a second time on homework or a quiz will receive an “F” in the course. Cheating is defined as, (1) unauthorized copying from another student on any assignment; (2) allowing others to copy your work or in any other way assisting another student to cheat during homework, quiz’s, tests, or final exams. Plagiarism is defined as copying or borrowing extensively from another student’s work or failure to properly give credit for an author’s ideas or words.
7. Students are expected to maintain the **proper classroom behavior** that is conducive to a positive and collaborative environment. Please remain in your seat at all times, raise your hand when making a comment or asking a question, remain in your seat until the final bell rings, and listen attentively when the teacher(s) or another student is speaking.

8. A student may be given **Detention** based on inadequate preparation for class, forgetting notes or materials, being disruptive in class, missing extensive amounts of homework. A student may be asked to attend a student/parent/teacher conference if this becomes an ongoing issue.

9. Students are expected to be dressed in the **proper dress attire** as detailed in the Parent/Student Handbook. Any student found to be in violation of this dress code will be seen by the instructor as a disruption to the classroom environment and be asked to report to the V.P for consultation.

**Materials**
- 3-ring binder with dividers.
- School Organizer/Agenda
- Pencil

**Classroom Rules (See all posted rules in the classroom)**
1. Be in your seat and ready to work when the final bell rings. No wandering during instruction.
2. No swearing, teasing, or disrespecting someone because of race, religion, sex, gender, disability, appearance, et cetera.
3. No eating, drinking, applying make-up or chewing gum in class.
4. Please have cell phones and music players away and off at all times in locker or backpack.
5. Follow The Golden Rule. Treat others the way you want to be treated.
6. Follow all school rules per the Parent/Student Handbook.

**Homework:** Homework is a vital part of our classroom. A student with a diligent and steadfast approach to completing daily homework sets himself or herself up for academic success. In turn, students will be asked to complete the daily homework in pencil.

**Semester Exams:** In lieu of semester exams, students will be asked to create a financial plan for now and five years from now.