**Introduction to Business (BBI2O)**

*Teachers:* **Mrs. Driscoll,** **Ms. Bamber and Ms. Nicoloff**

*Department:* **Business and Computer Studies Department**

*Credit Value:* **1** *Scheduled Hours:* **110**

*Ministry of Education Guideline(s):* **The Ontario Curriculum, Grades 9 & 10 – Business Studies – Revised 2006**

*Textbook:* ***The World of Business* – Wilson, Notman & Guest - Nelson**

**ELECTRONIC COMMUNICATION:**

Effective electronic communication is a requirement for your success in this course. Please check the web site frequently!

Assignments, due dates, and helpful information is updated regularly on my web site:

<http://mrsdriscollbusiness.weebly.com>

It is expected that you act professionally when communicating with your teacher/peers (both online and elsewhere) and ensure that you are respectful and school appropriate at all times.

**STATEMENT OF PURPOSE AND RATIONALE OF COURSE:**

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.

**COURSE CONTENT:**

**1. Business Fundamentals**

* Economic Basics
* Types of Business
* Business Ethics and Responsibility
* International Business

**2. Functions of a Business**

* Production
* Human Resources
* Accounting
* Management
* Marketing
* Information and Communication Technology

**3. Finance**

* Income Management
* Banking
* Savings and Investment
* Credit

**4. Entrepreneurship**

* Characteristics, Skills and Contributions
* Invention and Innovation

**PROGRAM PLANNING CONSIDERATIONS:**

Some students in this course may have special needs. If the student has any challenges such as hearing, visual, and learning disorders, or anything else which could affect his or her grades, the student must see the teacher by the end of the first week of classes to discuss accommodations. Private appointments can be arranged to discuss individual needs.

**METHODS OF ASSESSING STUDENT ACHIEVEMENT:**

The mark for the course will be based on term work worth 70% and a summative evaluation worth 30%. The four categories of knowledge and skills, encompassing all the curriculum expectations in this course will be weighted as follows:

Knowledge/Understanding 30%

Thinking/Inquiry 20%

Communication 20%

Application 30%

**ADDITIONAL INFORMATION**

* A mark of “0” may be recorded for any missed work as specified by Ministry of Education and TDSB policy.
* Due dates for assignments and other evaluations are to be set at the teacher’s discretion. Due dates are **FIRM**. The teacher may refuse to collect late work if the student gains an unfair advantage over those that have met the due date. Remember that you can lose up to 10% for late assignments (which are handed in after the due date) and work will not be evaluated past the final due date.
* Students who are absent on the due dates need to ensure that they have appropriate documentation explaining the reason for their absence on the date in question (eg. In the case of illness, a doctor’s note is required). Failure to do so will result in a mark of zero or late deductions as appropriate.