



Huron Heights Secondary School

1825 Strasburg Rd., Kitchener, Ontario, N2R 1S3 (519) 896-2631

Course Outline: Introduction to Business - BBI 10I / 20I

Mrs. Doering (carolyn_doering@wrdsb.ca) (ext. 77741195)

YEAR: 2023/2024

MINISTRY GUIDELINE: *The Ontario Curriculum, Grades 9 & 10, Business Studies, 2006 (revised)*

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 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.

ESSENTIAL LEARNINGS:

Through skills such as collaboration, critical analysis, communication and inquiry based thinking a successful business student in this course will be able to:

- Understand how consumers make decisions and how successful businesses respond to their consumers
- Describe and contrast the different types of businesses and forms of business ownership
- Demonstrate an understanding of the role of the main functional areas in a business (management, marketing, accounting, production, human resources and information technology) and how these work together
- Make financially sound decisions from a personal and business perspective
- Understand and apply the characteristics, skills, and contributions of successful Canadian entrepreneurs and why they are important to business

ASSESSMENT & EVALUATION OF STUDENT ACHIEVEMENT:

All of the Essential Learnings listed above must be demonstrated through a variety of methods as described in the Assessment & Evaluation section below and must be completed to earn this credit.

<p>A. Ongoing Assessment and Evaluation 70%</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assignments & Projects <input type="checkbox"/> Tests <input type="checkbox"/> Observations & Conversations <ul style="list-style-type: none"> o Presentations o Student / Teacher Conferences o Class Collaboration & Idea sharing <p>B. Summative Evaluation 30%</p>	<p>Triangulation of Student Data</p>
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A course credit is earned upon successful demonstration of essential learnings, which are derived from the Ministry of Education course strands and overall expectations. Final marks are calculated based on the teachers assessment, evaluation and professional judgement as these relate to the body of evidence produced by the student. A passing mark on the final exam and/or course culminating activities does not guarantee a passing mark for that course. For this reason, it is of utmost importance that students complete and submit all work that is to be assessed and/or evaluated.

PROCEDURES:

1. Extra Help

If you are having difficulties with the material & assigned homework, seek help early – either during lunch or after school. Missed assessments are to be made up during designated lunch periods. I am usually in Room 2704 or in the Business Office (Room 2511).

PERIOD	TIME
1	8:00-9:15 am
2	9:20-10:35 am
3 (lunch)	10:40-11:55 am
4 (lunch)	12:00-1:15 pm (our class)
5	1:20-2:35 pm

2. Attendance

Attendance in class is an important part of learning and success. When you are absent, a parent/guardian must call the school's attendance line on the date of the absence. You are responsible for getting caught up whenever you are away.

3. Late and Missing Assignments

All of the Essential Learning listed on page 1 must be demonstrated through a variety of methods as described in the Assessment and Evaluation section and must be completed in order to earn this credit.

It is expected that students complete all assigned work in a timely manner. Students who are absent on the day of an assessment (e.g. test or presentation) or when an assignment is due, must speak with their teacher when they return to make arrangements to complete the required work. Whenever possible, students will inform their teacher in advance of their absence.

Each assessment will have a final date of submission after which it will no longer be graded. This date will be clearly communicated to students by the teacher. Work that has not been submitted by the final due date will be deemed "incomplete" for the purposes of grade reporting. Failure to complete all required work will negatively impact a student's final grade, and may prevent successful attainment of the credit.

In addition, students who do not submit work in a timely manner should expect to have this reflected in the Learning Skills and comments sections of the report card.

The six Learning Skills are:

- Responsibility (Homework completion, manages own behaviour)
- Organization (manages time, manages resources like Google drive)
- Independent Work (uses class time appropriately to complete tasks)
- Collaboration (listens and shares information in a group environment)
- Initiative (approaches new tasks with a positive attitude; curious)
- Self Regulation (sets and monitors individual goals; perseverance)

(Full explanations of the Learning Skills are available on the WRDSB website)

4. Academic and Integrity Policy

This complete policy should be reviewed and can be found through this link-[Academic and Integrity Policy](#)

