INTRODUCTION TO BUSINESS SYLLABUS

Instructor: Mrs. Andrea O'Brien
Classroom: 256
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Office hours: Please email or speak to me if you would like to schedule a meeting.

*Students should be the first line of communication with Mrs. O'Brien. Many students are getting into the workforce themselves and need to learn to assert themselves and what is expected of them by an employer. As such, I am very strict about attendance, participation and due dates.

My Why
After more than 25 years in corporate America - working at the intersection of finance, operations, and emerging technology like AI - I made the difficult decision in 2023 to step away and refocus on my family and a healthier work-life balance. Since then, I have been substitute teaching at St. Pius X, where I've had the opportunity to work with students pursuing a wide range of paths - blue-collar, white-collar, and even priestly vocations. That experience strengthened my desire to help all students build practical financial skills and a strong foundation for whatever future they choose.

Course Overview
This course is designed for high school students interested in gaining a foundational understanding of business principles through hands-on experience. This course provides students with the opportunity to learn key aspects of running a business by managing a school breakfast store. Students will explore various business functions, including branding, marketing, finance, operations, customer service, and management, as they apply these concepts in a real-world setting. **This course will require students to arrive at school early to take turns running the breakfast store.**

Essential Standards
1. **Business Purpose, Organization, and the Economy**
   Analyze the role of businesses in society, including how they create value, generate profit, operate within local, national, and global economies, and use organizational structures and resources to achieve goals.
2. **Entrepreneurship, Innovation, and Business Operations**
   Examine entrepreneurial opportunities, risks, and processes while applying business operations practices, including inventory management and the use of digital tools such as spreadsheets to support decision-making and efficiency.
3. **Marketing, Branding, and Customer Engagement**
   Design and evaluate branding, marketing, and advertising strategies that communicate business identity, reach target audiences, build customer loyalty, and create competitive advantage.
4. **Consumer and Financial Decision-Making**
   Apply consumer and financial literacy skills to make informed purchasing, budgeting, and financial decisions relevant to both individuals and businesses.
5. **Professional Communication, Ethics, and Social Responsibility**
   Demonstrate effective communication, collaboration, professionalism, and ethical decision-making while evaluating the impact of integrity, corporate responsibility, and stakeholder relationships on business success.

6. **Career Readiness and Employability**
   Develop career planning, resume writing, interviewing, and workplace readiness skills to successfully pursue employment opportunities and adapt to a changing workforce.

Materials
Notebook
Folder
Pencil and pen
Calculator
1 box Kleenex
*Specific assignments throughout the semester may require additional supplies. Students will be notified when supplies are needed.
Note: These materials must be brought to class every day.

PHONES WILL NOT BE PERMITTED IN THE CLASSROOM

****Technology****
Students in this course will have access to the Microsoft Office Suite. Because technology is an essential part of this course, GoGuardian will be used to help ensure students remain on task while online. My goal is for students to develop strong digital skills that will benefit them in college, future careers, and on their professional résumés.

Student Evaluation & Grading

Grades are based on a cumulative point system that includes tests, quizzes, projects, assignments, participation, and other course activities. Assessments may cover material from lectures, readings, videos, discussions, handouts, and class activities. Letter grades follow the St. Pius X High School grading scale. Extra credit is rare and awarded at the instructor's discretion.

Grade Weights
- **Tests & Projects: 40%**
- **Quizzes: 15%**
- **Homework & Assignments: 10%**
- **Participation: 20%**
- **Cumulative Final Exam: 15%**

Participation
Students are expected to actively engage in class discussions, activities, and collaborative work. Consistent effort, preparedness, and participation are essential components of success and may affect the participation grade. This includes signing up for Breakfast store shifts and working them.

Attendance
School attendance policies outlined in the SPX Student Handbook will be followed.

Classroom Expectations
- Follow all SPX Student Handbook policies.
- Demonstrate respect, responsibility, and Christian character at all times.
- Participate actively and give your best effort.
- Requests for bathroom visits (unless an emergency) will be denied until instruction time is over
- Food is not permitted in the classroom
- Phones, fidgets and other distractions are not allowed and may result in disciplinary action.
- Complete all work neatly and legibly.
- Take care of technology

Late Work & Make-Up Work
Due dates are posted in Google Classroom and communicated regularly in class.

- Late assignments receive a minimum deduction of 5% per day.
- Assignments submitted more than five days late will receive a zero.
- Students are responsible for obtaining missed notes and assignments after an absence.
- Students have the same number of days as their absence to complete make-up work.
- Make-up tests will be scheduled with the instructor.
- No late work will be accepted after the instructor's end-of-semester deadline.

Communication
Students are responsible for checking Google Classroom daily. Professional communication is expected in all emails. Students who are absent are responsible for contacting the instructor regarding missed work.

Academic Integrity
Cheating and plagiarism will not be tolerated.
Using AI to create whole presentations will not be allowed.

- First offense: Zero on the assignment or assessment.
- Second offense: Zero for the course.

Respect
Students are expected to treat teachers, staff, classmates, and school property with respect. Violations may result in disciplinary action at the instructor's discretion.

Addendum
The instructor reserves the right to modify course content, policies, or schedules as needed. Students will be notified of any changes.

Student signature:_____ Date:_____

Parent signature:_____ Date:_____

"To Restore All Things In Christ" -Pope Pius X

St. Pius X High School builds a foundation in faith, academic excellence, and lifelong learning, partnering with families to enhance Catholic morals and authentic truth for the greater glory of God.