

**NOTES FOR SUCCESS:**

- HAVE A POSITIVE ATTITUDE.
- ALWAYS BE PREPARED AND WILLING TO LEARN.
- COMPLETE ALL ASSIGNMENTS ON TIME.

\*\*\* Course syllabus may be modified at the discretion of teacher.



I acknowledge that I have read and understood the above course syllabus for:

BE101—Introduction to Business  
BE200—Career Education.

\_\_\_\_\_  
Print Parent or Guardian’s Name & Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student’s Name & Sign

\_\_\_\_\_  
Date

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BE101/BE200

Introduction to Business/Career Education

COURSE SYLLABUS

Ms. Jennifer Valencia

**GDOE Vision**

EVERY STUDENT: Responsible,  
Respectful,  
and Ready for Life

**GDOE Mission Statement**

“Our educational community prepares all students for life, promotes excellence and provides support.”

**GWHS Mission Statement**

“Our purpose is to provide our students with the skills and knowledge they need to make wise decisions and be good productive citizens in our community.”

**Gecko Learning Outcomss**

Our Students will be:

G – Goal Oriented Individuals

E – Effective Communicators

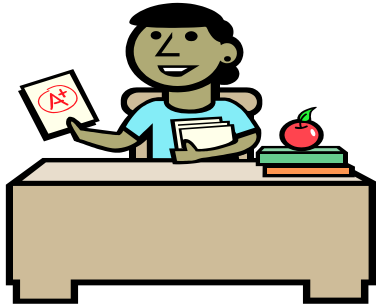
C – Critical Thinkers

K – Knowledgeable Users of Technology

O – Outstanding Community Members

S – Self-directed Learners Who Value

Education



### Course Objectives:

This course presents an Introduction to Business & Career Education. It provides and introduction to the world of business such as accounting, marketing, finance, economics, and management.

Students will explore various occupations in the working world. Through Career Exploration, students will understand workplace requirements, and the relationship of lifelong learning to professional and personal success.

### Materials Required:

1. 2 Composition Notebooks
2. A File Folder with Prongs
3. Blue or Black Ink Pens

### Performance Evaluation:

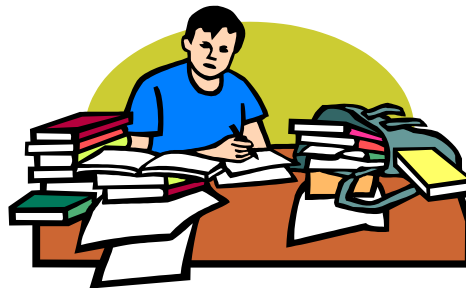
Assignments – 40%  
Chapter Tests— 40%  
Unit Test—20%

### Course Requirements:

- \* Students will be given assignments and projects to enable students to apply the skills necessary to be successful consumers, workers, and citizens.
- \* Students are expected to attend class as attendance plays an integral part in Student success.

### Make-Up Work:

All Make-Up Work are to be completed upon the immediate return of the student to school or make arrangements with the teacher to complete during lunch time. IT IS THE STUDENT'S RESPONSIBILITY TO ASK FOR ALL MAKE-UP WORK.



### Class Rules and Expectations:

- ◆ Respect yourself, others, and school property. Profanity, obscenity, insubordination, fighting and vandalism will NOT be tolerated.
- ◆ Be prepared for class. Make sure you have your books and materials ready and you're ready to learn.
- ◆ Complete all assignments on time. Be productive and efficient.
- ◆ Follow all school policies. No hats, shades, gum chewing, eating, drinking, sleeping, or grooming in the classroom. Cellular phones, iPods, and other electronic devices are not allowed in the classroom and will be confiscated.
- ◆ Take care of the classroom. Keep your workspace clean. Pick up trash around your area, neatly return the books, dictionaries and other supplies to their proper places.