



High School Business 2025-2026 Syllabus

Teacher: Mr. Heritage

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Plan Period: 5th Period

Monday through Friday: 12:10pm to 12:58pm

Early Release Mondays: 11:16am - 11:50am

Phone: 405-947-6272

Textbook: N/A

Course Description: Business Computer Applications helps scholars develop skills in intermediate and advanced word processing, spreadsheets, powerpoint presentations, data management. Scholars work through building a business plan and how to utilize business strategies while exploring technology. Scholars will develop a thorough understanding of Google applications and experience presenting and speaking in front of the class. Business Essentials will also introduce the scholars to the business world and improve scholar's understanding of key foundational business related concepts.

Course Objectives:

1. Learn the Basic Essential Principles of business and explore fundamental business concepts and strategies.
2. Learn Google Suites and how it applies to business related objectives.

Required Materials:

- Composition Notebooks – one per class; additional notebooks may be needed later in the year..
- #2 pencils and pens - replenished during the year
- One handheld pencil sharpener with a shaving catcher
- Loose-leaf, lined paper. 500 Count to start. Students must replenish as needed.

Attendance Policy and Classroom Expectations:

- All scholars are expected to attend class with required materials, be on time, and participate.
- Ten or more excused and unexcused absences will result in a No Credit (NC) for this class.
- Three tardies will equal one absence.
- All scholars are expected to be respectful to all individuals in the classroom at all times.
- There is to be absolutely no gum in the classroom.

Academic Meaning of a Grade:

The reporting of grades to parents and students will be given in two parts. A traditional "A-F" grade will be given to reflect the percentage assigned to the academic work attempted by the scholar. It DOES NOT reflect the mastery of the content by the scholar. In addition, scholars will be given a Mastery-Based Learning grade. The last grade of the year will express how well the scholar has mastered the state-required content.

For example, a scholar may be given an "A" for the traditional grade but a "2" on the Mastery-Based Grading system and would be reported as "A/2." Ideally, these grades will match up as "A/4."

- Grades should accurately reflect individual scholar achievement about course evidence outcomes related to Oklahoma Academic Standards / National Standards for the subject taught.
- A "3" on a task/assessment is considered proficient or meeting grade-level standards, while a "4" is considered advanced or meeting grade-level standards with a high level of excellence.
- Extra credit is not applicable, but an extension or alternative assignments/assessments may be offered to show

- proficiency or advanced proficiency.
- Scholars are given timely feedback, and reteach/relearn/reassessment opportunities are provided to promote proficiency in the standards.

Weighted Category:

Formative: 25%

Summative: 45%

Classwork: 20%

Participation: 10%

Grading Scale:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F Less than 60%

Formative Versus Summative Scores: "Teachers record and track *formative scores* from individual assessments as indicators of students' knowledge or skill at particular moments in time. In comparison, *summative scores* are final scores based on the pattern of students' responses over time. Teachers may base each score on several common assessment forms, such as obtrusive, unobtrusive, and student-generated assessments. However, formative scores are used for tracking progress. In contrast, summative scores express students' mastery of a topic, generally at the end of a unit." -Robert Marzano

Enrichment/Remediation: When students struggle on an assessment with one or more standards, they may be assigned enrichment during the school day and may be required to attend Saturday morning enrichment as well. When students have completed enrichment, they are given a reassessment to show their level of understanding of the standard. The grade on the reassessment will replace the original grade.

Scholar Progress:

- Progress reports for scholars are prepared three times each year, midway of each 9-weeks grading period *except for the first quarter*. Parents MUST come onsite to pick up and sign for the progress report on the day they are issued. Parents/guardians of scholars making a grade of "0" or "1" must meet with teachers at that time. If a parent/guardian does not attend this important meeting, their scholar will not be allowed back in class until the progress report is picked up and the meeting attended. The meeting will be scheduled during the work schedule of the teacher.