

# ***St. Joseph's Catholic Secondary School***

## ***Outline of Course Study***

### ***Business Department***

***Course Title:*** Introduction to Business

***Course Code:*** BBI 20

***Grade:*** 10

#### ***Brief 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 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.

***Credit Value:*** One

***Prerequisite:*** None

## ***Strands:***

*The expectations of this course have been divided into the following strands:*

### ***Business Fundamentals***

#### **Overall Expectations**

*By the end of this course, students will:*

- demonstrate an understanding of how businesses respond to needs, wants, supply, and demand;
- compare types of businesses;
- demonstrate an understanding of ethics and social responsibility in business;
- demonstrate an understanding of the benefits and challenges for Canada in the field of international business.

### ***Functions of a Business***

#### **Overall Expectations**

*By the end of this course, students will:*

- explain the role of production in business;
- explain the role of human resources in business;
- demonstrate an understanding of sound management practices in business;
- demonstrate an understanding of the importance and role of marketing in business;
- demonstrate an understanding of the importance and role of accounting in business;
- demonstrate an understanding of the importance and role of information and communication technology in business.

### ***Finance***

#### **Overall Expectations**

*By the end of this course, students will:*

- demonstrate an understanding of income and spending issues facing individuals and businesses;
- demonstrate an understanding of how banks and other financial institutions operate;
- demonstrate an understanding of effective investment practices;
- analyse the role and importance of credit in personal and business finance.

## ***Business Communications***

### **Overall Expectations**

*By the end of this course, students will:*

- demonstrate an understanding of the characteristics of effective business documents and communications;
- use appropriate technology to facilitate effective communication;
- maintain a portfolio of exemplary work that illustrates their skills in information and communication technology, including the ability to create effective business communications.

## ***Entrepreneurship***

### **Overall Expectations**

*By the end of this course, students will:*

- describe characteristics and skills associated with successful entrepreneurs and demonstrate an understanding of the contributions to Canadian business of selected entrepreneurs;
- analyse the importance of invention and innovation in entrepreneurship.

### ***Unit Organization:***

- Unit 1: Business Basics
- Unit 2: How a business works
- Unit 3: All about the money
- Unit 4: Build your business

## ***Assessment and Evaluation of Student Achievement:***

*Students will be assessed and evaluated in the following areas:*

- Knowledge and Understanding
  - Thinking, Inquiry and Problem solving
  - Communication
  - Application and Making connections
1. Seventy per cent of the student's grade will be based on assessments and evaluations conducted throughout the course. This portion of the grade will reflect the student's most consistent level of achievement throughout the course.
  2. Thirty per cent of the student's grade will be based on a final evaluation in the form of an examination and a culminating activity

<b><i>Achievement Level</i></b>	<b><i>Pegged Mark</i></b>
4+	95 - 100%
4	87 - 94%
4 -	80 - 86%
3+	77 - 79%
3	73 - 76 %
3 -	70 - 72%
2+	67 - 69%
2	63 - 66%
2 -	60 - 62%
1+	57 - 59%
1	53 - 56%
1 -	50 - 52%
<b><i>Below Level 1 (R)</i></b>	<b><i>40% 30%</i></b>

### ***Learning Skills***

Six learning skill categories are identified as important for academic, workplace, and personal success.

- Self Reliance
- Initiative
- Collaboration
- Responsibility
- Organization
- Independent work

*When reporting on learning skills the following descriptors will be used:*

E = Excellent      G = Good      S = Satisfactory      N = Needs Improvement