



KPR Secondary Course Outline

School Name: _____ Course Code /Title **BBI 10/20** Credit Value _____

Teacher Name: _____ Email/Phone / Class website _____

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.

Area of emphasis (as applicable for focus courses)

Learning Skills and Work Habits

Responsibility, Organization, Independent Work, Collaboration, Initiative, Self Regulation

Learning skills and work habits will be intentionally taught, assessed and evaluated separately from curriculum. They are strong indicators of potential successes and difficulties. Parents can help students by supporting the use of these skills and consistent efforts to learn. Learning Skills and Work Habits are reported on by E (Excellent), G (Good), S (Satisfactory) and N (Needs Improvement) on Progress Reports and Provincial Report Cards.

Assessment and Evaluation:

The grade on a student's report card will involve teachers' professional judgement and interpretation of evidence using the achievement charts. The averaging of marks shall not be the *sole* determinant of a final grade.

Teachers will take all observations, conversations and products as evidence that students are learning the curriculum. This learning is more than just knowing the facts, it refers also to the ways students show their thinking, communicate their understanding and apply what they have learned through use of critical thinking and problem solving.

Teacher professional judgement will be informed by most consistent, more recent evidence of student learning based on *assessment for learning opportunities, achievement chart weighting, and assignments for evaluation* and support the determination of the final grade.

- 70 % of the final grade will be based on assessments and assignments for evaluations conducted throughout the course
- 30 % of the final grade will be based on rich assignments for evaluation in the form of written exams, demonstrations, performances, presentations and /or other methods of assessment suitable to the course content and administered toward the end of the course reflective of the achievement chart categories

Homework

Homework is work that students do at home to practise learned skills, consolidate knowledge and skills, and/or prepare for the next class. Information collected through homework completion will be used as data to inform instruction.

Late and Missed Assignments

Students will provide evidence of their learning within established timelines and recognize that there will be consequences for not completing work or submitting work late. The teacher will clearly indicate the due date for completion of an assignment. A missed *assignment for evaluation* is one that is not submitted or completed. Before an assignment can be considered missed:

- the student must be given an opportunity to explain the incompletion
- students and parents have been informed of the late assignment and the consequences for a missed assignment.

Assessment is the process of gathering, from a variety of sources, information that accurately reflects how well a student is achieving the curriculum expectations in a subject or course and the learning skills and work habits.

Assessment for learning is the ongoing process of gathering and interpreting evidence about student learning. The information gathered is used by teachers to adjust instruction and provide feedback and by students to focus their learning and next steps. Assessment for learning takes place while the student is still learning and serves to promote learning.

Evaluation is the process of judging the quality of student learning on the basis of established criteria and assigning a value to represent that quality. Evaluation is based on assessments of learning that provide data on student achievement.

An assignment for evaluation is used to evaluate student learning. Most assignments for evaluation are rich performance tasks, demonstrations, projects or essays. Assignments for evaluation will be instructed and worked on in class with ongoing descriptive feedback from the teacher; there could be times when assignments for evaluation are refined at home.

Cheating and Plagiarism

All student evidence of learning must be his/her own, original work. Academic honesty is a cornerstone of student learning. Cheating and plagiarism are academic dishonesty; both are forms of lying and they are a serious academic offense. When a principal determines that a student has cheated or plagiarized, there will be a continuum of behavioural and academic responses and consequences based on the grade level of the student, the maturity of the student, the number and frequency of incidents and the individual circumstances of the student. For additional information about Cheating and Plagiarism see KPR's Assessment, Evaluation and Reporting Policy <http://kprcontentlibrary.kprdsb.ca:8080/docushare/dsweb/View/Collection-55>

Overview of Study

Course Code / Title: BBI 10/20

Strands of Study <i>(70 % of the final grade will be based on assessments and assignments for evaluations conducted throughout the course)</i>	Distribution of Achievement Chart Categories <i>(Knowledge & Understanding, Thinking, Communication and Application)</i>	Culminating Tasks and/or Exam <i>(30 % of the final grade will be based on rich assignments for evaluations toward the end of the course reflective of the achievement chart categories.)</i>	Distribution of Achievement Chart Categories for each culminating task and/or exam <i>(Knowledge & Understanding, Thinking, Communication and Application)</i>
Business Fundamentals Functions of a Business Finance Entrepreneurship	Knowledge and Understanding 20% Thinking 35% Communication 15% Application 30%	30%	30%

COMMON COURSE OUTLINE - ACHIEVEMENT CHARTS Business Studies, Grades 9 - 12

Knowledge and Understanding - Subject-specific content acquired in each course (knowledge), and the comprehension of its meaning and significance (understanding).

Knowledge of content (e.g., facts, terms, definitions, procedures)
 Understanding of content (e.g. concepts, principles, theories, relationships, methodologies and/or technologies)

Thinking - The use of critical and creative thinking skills and/or processes.

Use of planning skills (e.g., focusing research, gathering information, selecting strategies, organizing a project)
 Use of processing skills (e.g., analyzing, interpreting, assessing, reasoning, generating ideas, evaluating, integrating, synthesizing, seeking a variety of perspectives, forming conclusions)
 Use of critical/creative thinking processes (e.g., evaluation of business situations, problem solving, decision making, detecting bias, research)

Communication - The conveying of meaning through various forms

Expression and organization of ideas and information (e.g., clear expression, logical organization) in oral, visual, and written forms, including electronic forms (e.g., presentations, charts, graphs, tables, maps, models, web pages, spreadsheets, flyers, financial statements, letters, memos, reports)
 Communication for different audiences (e.g., peers, business clients, company supervisor) and purposes (e.g., to inform, to persuade) in oral, visual, and written forms, including electronic forms
 Use of conventions, vocabulary, and terminology of the discipline in oral, visual, and written forms, including electronic forms

Application - The use of knowledge and skills to make connections within and between various contexts

Application of knowledge and skills (e.g., concepts, procedures, processes, use of technology and materials) in familiar contexts
 Transfer of knowledge and skills (e.g., choice of tools and software, ethical standards, concepts, procedures, technologies) to new contexts
 Making connections within and between various contexts (e.g., connections between business studies and personal experiences, opportunities, social and global challenges and perspectives; cross-curricular and multi-disciplinary connections)