

DISCLOSURE STATEMENT
CTE-BUSINESS AND MARKETING
2013-2014
Glendale Middle School
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Course Description

Careers and Technical Education allows students to explore, plan, and set goals in various fields of study. In the Business and Marketing portion of the course we will explore these applications and the use of supporting software to complete the lessons assigned.

Course Objectives

This course is based on Utah core curriculum standards. The curriculum includes ideas, concepts, and skills necessary to establish life skills and to set future career paths. The course will also teach students the basics of presentation software.

Course Materials

This course does not require textbooks however it will require students to be prepared with normal or reasonable class supplies such as pencils and paper. Folders and storage will be provided for assignments and students will be required to maintain their own folders.

Course Format and Procedures

Most work will be done on an individual basis. Occasionally there will be group or collaborative assignments for surveys and brainstorming. Computers will be assigned and this will reflect the seating assignments. Students may request a change if there is a conflict with another student. I also reserve the right to move students if their behavior or work effort is affected.

Lost work or papers will be available to print through my UEN website after the first few weeks of school. This can be accomplished in the lab, library, or at home. The website address is: [HTTP://my.uen.org/54913](http://my.uen.org/54913) or access UEN and just perform an educator search on the lower right side of the front page.

Course/Class Requirements

To insure each student has an opportunity to learn it is important to be in class and be there on time. There is little time for make-up work and if a student is sick reasonable time will be allowed to make up work. However if a student is missing work because of a lack of effort the makeup work will decrease in points and will not be accepted after a reasonable time. The life lesson is there is little reward for late or non-productive labor.

Class rules are in compliance with the school rules including tardiness and will follow progressive behavioral improvement plans. I do some rules specific to my classrooms which are:

- a. Respect is the number one rule. Without it no other rules have value. This is a two way street and includes teacher –students, students-teacher, and students-students.
- b. Be Prepared. Have what is necessary to complete the class assignments.
- c. Stay seated unless otherwise authorized. Safety is my number one concern and students moving without purpose are an invitation for accidents.
- d. Listen and follow reasonable directions on the first request. (I determine reasonableness, it can be discussed later if the student has a question)
- e. No food or beverage at any time is to be brought into the lab. Water in a spill proof container is allowed to be on the empty tables with any books or binders. It must be clear and no coloring or flavoring added. Any violation can and will result in loss of the item.

Grading

Assignments and tests are graded on a scale. A=95 or higher, A-= 90-94, B+= 87-89, B= 84-86, B-=80-83, C+=77-79, C-=74-76, D+=67-69, D=63-66, D-=59-62, F= 58 or less.

Missing assignments will have a zero entered as a grade. Illness or family emergencies will be allowed to change the grade without penalty for a period not to exceed one week upon return. If possible it is recommended to use the UEN website to complete any assignments while absent. Extra credit will be incorporated into each module and a rubric will be provided in the classroom and on my website.

Course Content:

The class will cover the following concepts on an introductory basis:

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| a. Business software and Business skills | 25-33 days |
| b. Agriculture | 5-6 days |
| c. Economics | 2 days |
| d. Healthcare careers | 3 days |
| e. Information technology | 2 days |
| f. Marketing | 5 days |
| g. CTE Core careers | 6 days |

Parent Name (Print) _____ Parent (Sign) _____

Student Name (Print) _____ Student (Sign) _____

Date _____

Period _____