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| A picture containing logo  Description automatically generated |  | **Course Outline and Evaluation Summary**  Course Code: BBI2O1 | |  |
|  | Title of Course: Introduction to Business | 416-395-3210 | |
|  | Department: Business |  | |

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| **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. |

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| **Course Evaluation**  Course evaluations incorporate one or more of the achievement categories (KICA). A brief description of each category can be found [here](https://www.dcp.edu.gov.on.ca/en/assessment-evaluation/categories-of-knowledge-and-skills). The final grade is calculated using the weighted percentages below. | | | | | |
| **Term Work:** | **A variety of tasks where you show your learning and have marks assigned using the Achievement Categories/Strands** | | **Summative**  **Evaluation:** | **Marked summative tasks which assess your learning on the entire course** | |
| 70% | 15 | Knowledge & Understanding | 30% | 20 | Culminating Task |
| 15 | Thinking & Inquiry |
| 25 | Application | 10 | Final Exam |
| 15 | Communication |

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| **Learning Skills** |
| Learning skills provide Information to help students understand what skills, habits & behaviors are needed to work on to be successful. These are not connected with any numerical mark. A brief description of each skill can be found [here](http://www.edu.gov.on.ca/eng/policyfunding/growsuccess.pdf#page=17).  **Responsibility, Organization, Independent Work, Collaboration, Initiative and Self-Regulation**  E – Excellent G – Good S – Satisfactory N – Needs Improvement |

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| **Required Materials:** Any educational resource required for this course will be provided by the school. It is the student’s responsibility to come to class with these materials. |

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| **School/Departmental/Classroom Expectations** |
| **Attendance:** The student is expected to attend class on time. Parents/guardians will be contacted if lateness/attendance becomes an issue/hindrance. If the student knows about an absence in advance, they should contact the teacher.  **Plagiarism/Cheating:** A mark of 0 will be assigned for any work submitted that does not belong to the student. A mark of 0 will be assigned to a student who was found to have cheated. Parents/guardians will be informed.  **Missed Work:** If a student is absent from class, (e.g. illness, sports team) it is **their** responsibility to find out what they have missed and to catch up. The student is responsible for completing all of the work that was missed due to an absence. If a student misses an assignment or test without a legitimate explanation and documentation, marks up to and including the full value of the evaluation may be deducted. Make-up tests must be arranged to be written.  **Late Work:** Late work may result in a deduction of marks up to and including the full value of the evaluation. |

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| **Course Assessment Tasks** | | | |
| ***Unit/Topic/Strand*** | ***Big Ideas*** | ***Major Assignments / Evaluations*** | ***Estimated Duration*** |
| **Business Fundamentals** | Economic Basics  Types of Businesses  Business Ethics and Social Responsibility | Tests, essays and presentations, and other at-home assignments | 20 |
| **Functions of a Business** | Production  Human Resources  Management  Marketing  Accounting | Tests, essays, assignments | 30 |
| **Entrepreneurship** | Characteristics and Skills of an Entrepreneur  Invention and Innovation | Tests, essays, assignments | 5 |
| **Finance** | Income Management  Banking  Savings and Investing  Credit | Tests, essays, assignments | 20 |
| **Summative and Exam** |  | Big assignment and exam | 5 |