**EAGLE ACADEMY FOR YOUNG MEN OF NEWARK**

279 Chancellor Avenue

Newark, New Jersey 07112

***S. Morant, Principal***

***S. Johnson-Rodriguez, Vice Principal***

1. ***Naira, Business Teacher***

**Entrepreneurial Studies I Syllabi**

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| **Course & Grade Level** | **Entrepreneurial Studies I - High School 9-12th Grade** |
| **Room #** | 428 |
| **Course Description** | The Entrepreneurial Studies Academy is designed to prepare students to perform development, marketing, and management functions associated with owning and operating a business.  During Course I, students will use Word, Excel, PowerPoint, Google Productivity Suite, Web-development, and digital marketing software to develop projects and create materials used in business and needed to start a business. The course includes a variety of learning activities and projects that are interesting, engaging, and skills-rich that are designed to teach technology applications built around an entrepreneurial theme.  Students will produce accounting, financial, marketing, and presentation materials as well as other projects that are typically used in business and/or when starting a business venture. Projects are designed to develop skills in technology, communications, research, problem solving, decision making, teamwork, critical thinking, as well as provide students with an understanding of careers and the process of starting a business.  The culminating simulation projects allow students to apply the knowledge and skills they have developed in the course to effectively produce the project tasks at hand.  Over the course of the year, students will provide evidence of work demonstrating their skill development in each of the four key competencies (Leadership, Professional, Functional, and Core Technology Skills). Upon successful completion of the course, students will demonstrate professional qualifications, skills, and abilities, which are critical in seeking and sustaining employment.  For each competency dimension (Leadership, Professional, Functional, Core Technology Skills), students will be provided with a number of suggested work they can provide to demonstrate that competency. |
| **Required Materials** | Pencil, Pen, Notebook, bookbag  School will provide: Microsoft office suite, laptop (to be used in class only) |
| **Policies & Procedures** | 1. Arrive to class on-time  2. Meet deadlines: submit classwork, homework and projects on time  3. Avoid using profanity  4. Keep classroom clean at all times: no eating (including seeds /candy) or  Drinking in the classroom 5. Obey school policies regarding lockers, dress code, and hall passes 6. Participate in class everyday 7. Listen and ask questions 8. Take notes 9. Keep your hands to yourself and respect private property 10. Always show respect to the teacher, classmates, and yourself 11. Sit in assigned seats  12. Help you peers when you see that they are struggling or need  Encouragement (this applies to the teacher as well) |
| **Grading Policy** | **Category Percent of Grade**  Formative Assessments 70%  Midterm, Final, Projects, Unit Tests, Research and Presentations  Summative Assessments 30%  Classwork, Homework, Notebook, Class Discussions, Short Quizzes |
| **Attendance & Tardiness Policy** | Attendance:  Attendance and punctuality are necessary for successful completion of this course. **You are expected to attend class daily**.  In the event that you have an excused absence (doctor’s note or a hand-written note from your guardian with a current phone number) it is your responsibility to obtain make-up work and/or reschedule any missed tests or quizzes. (see late work policy for additional detail). **If you do not have an excused absence and you missed an assessment , your grade is an automatic F (52%)**. A phone call home will be made and I must be able to speak to a guardian before you can retake the assessment. (Please see retake policy for additional detail).  Tardiness Policy:  When late to class you must have a pass from a school staff member. **You must sign the tardy log** in order to be marked present to class. If you do not have a pass a **phone call home will be made after the 3rd offense**. If you do not sign the tardy log you will be marked absent and the work for the day will NOT be accepted nor will you be able to complete at a later date, the grade is an automatic F, 52%. |
| **Electronic Device Policy** | **Keep ALL electronic devices concealed in your bookbag or in your pocket (out of sight)**. **Phone MUST be OFF or set to SILENT**. Phones (or any electronic device) should not ring or vibrate in class. Ear pieces of any kind are also NOT ALLOWED. If you do not have a bookbag Mrs. Naira can store it for the duration of class (will return at end of class).  We will participate in classroom activities that **may** require the use of personal devices. It is the expectation that devices will only be used for academic purposes during class **ONLY IF the teacher has made the request**. Any inappropriate use (social media, cheating, FaceTime, phone calls, etc.) is strictly prohibited. |
| **Classwork & Homework Policies** | * All assignments must be turned in by the due date. All assignments are posted on Google Classroom. * Late homework assignments CANNOT be accepted since it is required for class activities/class discussion; therefore, it is imperative that ALL homework is submitted by the due dates. Otherwise, there will be a permanent F, 52% . * If there is an excused absence, the student will be excused for the particular homework assignment. (see attendance policy) |
| **Revision Policy** | **Classwork:**  As long as students attempted the assignment the first time, they have up to **1 week from the time the student received their grade** to revise the assignment. It can be **revised up to 80%**. **System:** Classwork must be submitted in google classroom on time and revisions may be resubmitted in Google Classroom on time.  If you are absent you are expected to check Google Classroom for work from that day and complete it within **1 week of the deadline** for full credit unless otherwise approved by the instructor.  **Formative Assessments:**  Students have the opportunity to revise any formative assessment that they did not receive full credit for as long as it is within **10 days** of when the student received their grade. The student MUST first correctly **complete 2 reinforcement activities** (in order to relearn the topic) and submit for grading BEFORE attempting a makeup. Reinforcement activities MUST be submitted within 1 week from when it was given to the student. **An average of the grades will be used to calculate the new grade.** For example: if the first score is 60% and the second score is 80%, the new grade is now 70%.  **Summative Assessments:**  These scores cannot be revised. Rather, they will be graded using either a curve or conversion chart. Students may be offered the opportunity to complete a revision to the content of the summative assessment, which would be graded as a classwork assignment. |
| **Academic Honesty** | Cheating will **absolutely not** be tolerated. Cheating includes copying someone else’s work, having someone else complete an assignment, copying the answers from an answer key, going against the directions in seeking outside assistance, etc. Plagiarism includes copying an idea or the actual text from another source and claiming that it is one’s own. Students will automatically earn a zero for the assignment, paper project and/or exam they plagiarized or attempted to plagiarize depending on the severity of the incident, students caught cheating/plagiarizing may receive detention, and/or earn automatic F for the summative/formative assessment. |
| **Course Overview- Learning Sequence** | |
|  | Unit 1- Orientation  Unit 2- Using Microsoft Word  Unit 3- Using Google Docs  Unit 4- Using Microsoft Excel  Unit 5- Using Google Sheets and Google Forms  Unit 6- Understanding Microsoft PowerPoint  Unit 7-Using Google Slides  Unit 8- Personal Finance |
| **Acknowledgement** | I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, pledge to uphold the expectations of this syllabus.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Signature Parent Signature Date |
|  | Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Emergency Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Incentive** | Return this last page with signatures by 9/15/23 and receive a HOMEWORK PASS. |