

Mrs. Fish

cfish@salemcsd.org

CLASS EXPECTATIONS

1. RESPECT yourself, the teacher & others
 - Show respect for the teacher, yourself and others at all times.
 - Respect others' property. Avoid touching or writing on anything that does not belong to you (including desks, textbooks, teacher's belongings, walls, chalkboard, etc.).
 - Be a kind person.

2. Put forth your best effort at all times
 - Always do your own best work.
 - Put learning ahead of getting good grades.
 - Put quality ahead of just getting it done.

3. Be prepared for class each day
 - Come prepared with all materials necessary:
 - Loose leaf paper, pens, pencils, highlighter, etc.....
 - Your Agenda

4. Follow directions when given
 - When directions are given, do your best to follow them the first time. If you are confused or have questions, ask. I would rather have you stop class to clarify than be off task while everyone else is working.

5. Pay attention, participate and ask questions
 - Engage in what is going on in the classroom. If you have a question, ask it! Be proactive about your learning and don't be afraid to ask for help. If you feel most comfortable waiting until after class, that is okay, too, but do keep communication open between us.

6. Preserve a positive learning environment
 - Student actions that interfere with teaching or learning in the classroom will NOT be tolerated.
 - Use class time to learn.
 - Minimize classroom interruptions by arriving to class on time and not leaving the classroom.

7. Take responsibility for your actions
 - If you are confronted about a rule infraction, own up to it. Don't deny it, lie about it, or blame someone else.
 - Take responsibility for missed assignments.
 - All handbook rules will be enforced. Please read your handbook.

8. **NEW –When you are REMOTE you need to check in with me and your Google Classroom DAILY. All assignments are due on time.**

CLASS RULES

1. Put away Cell phones
 - Cell Phones should be invisible during the class period

2. Arrive to class on time & ready to learn
 - When the bell rings, you need to be sitting in your assigned seat.
 - Be “physically” and “mentally” present in the classroom

3. Never line up at the door before dismissal
 - Please remain in your seat until I have dismissed you. Never line up at the door before dismissal. Remember, I dismiss you, not the bell.

4. Do not cheat or copy work
 - Cheating is completely unacceptable.

5. Use polite and appropriate language
 - Offensive, derogatory, and profane terms are not tolerated. Remember, if you don't have something nice to say, don't say it at all!

REMOTE LEARNING EXPECTATIONS FOR SECONDARY STUDENTS (Grades 7-12)

Google Classrooms for Each Course

Daily Expectations for Students:

- Log in to each course
- Google Classroom can be accessed by any web browser. This includes desktops, laptops, Chromebooks, and Tablets
- Review all instructions, assignments, materials for the day.
- Complete daily assignments and work on long-term assignments as assigned
- Ensure that your environment is conducive to school work and free from distractions
- Treat each day like a school day. Set a routine and start in the morning, if you finish early, great!
- I expect students to interact appropriately, just like when they are in school.

Teacher Role:

- I will provide context for week's work
- Communicate to students where to find resources, assignments, assessments.
- Grades are posted in School Tool
- Preferred contact information – cfish@salemcsd.org
- Office Hours are posted on Google Classroom. Please use this time to contact teachers with questions. You may contact me outside these hours but you may not hear back until the following day. (Tuesday, Wednesday, Thursday 2:30-3:10 and Friday 8:30-2:00)

Attendance and Grading:

- Students should be submitting work or contacting me on a daily basis.
- Students will be assessed daily.
- The completion of the daily assessment will determine a student's daily attendance.

BUSINESS

Salem Central School

Business Department ~

Business courses include offerings in a wide variety of subject areas including Math and Finance, Computer Applications, Marketing, Career and Financial Management, Accounting and Business Law. Electives.

Math and Finance:

Grades 10-12 Full Year 1 Credit

* This course is designed to develop skills and knowledge that will be used to help students develop sound money-management skills and inform them of the financial planning process. Topics include: budgeting and all that it entails, including sources of income, taxes, benefits and costs of spending; career as it relates to earning potential and what employers are looking for; saving and investments; inflation, risks and returns and relationships between saving and investing; credit, its purpose and the importance of managing and using it wisely; and insurance, how it works, types and costs.

Computer Applications:

Grades 9-12 Full Year 1 Credit

* This course is designed to introduce students to computer applications using Google Docs, Sheets, Slides and more. Students will create, format, and edit academic and business documents. Students will learn keyboarding skills and proper use of the Internet. Successful completion of this course will enhance students' employability profile as a result of program proficiency and keyboarding skills.

Sports and Entertainment Marketing:

Grades 9-12 Full Year 1 Credit

* This course introduces students to the sports and entertainment industry. It focuses on the marketing of sports as it applies to professional leagues, teams, and events,

amateur sports, sporting goods and sports media. There will be an emphasis on the needs and wants of sports consumers. A study of production, advertising and sales techniques applies to athletic programs. Students apply marketing concepts and strategies to the sports industry through the development of sports marketing and promotion strategies.

Career and Financial Management:

Grade 8 Half Year Required

* This course emphasizes career preparation and exploration, using the Internet for research. Financial literacy is stressed throughout the course as students learn how to develop personal budgets, handle checking accounts, make investments, manage credit wisely, fill out income tax forms and evaluate insurance needs. Students will understand the basics of business organization and be able to discuss current workplace issues.

Accounting: (Distance Learning)

Grades 10-12 Full Year 1 Credit

* Accounting is a one-year course designed to teach accounting principles used in business. Students will record business transactions and prepare financial statements. It will prepare students to keep accurate financial records in order to make wise business decisions.

Business Law:

Grades 11-12 Full Year 1 Credit

* This is a good informational course for those thinking of entering the legal or business profession. Topics will include civil and criminal laws, contracts, tenant and landlord relationships, employments and types of insurance, just to name a few.

(The Business Department also provides Pre-CTE and Keyboarding skills at the Elementary Level.)

MATH AND FINANCE

Math & Finance covers all aspects of money management, checking, and investing.

Topics such as retirement funds, buying and selling real estate, and renting are covered. Other areas covered are income taxes, buying and caring for a vehicle, and insurances.

This course will prepare students for both college level business programs and to understand the complex financial world they will encounter.

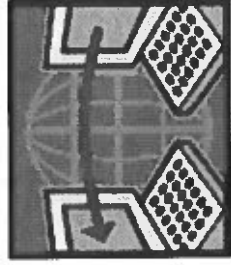
COMPUTER APPLICATIONS

Computer Skills provide all students with instruction designed to develop touch keyboarding skills. Software application programs covered are Microsoft Word, PowerPoint and Excel as well as some aspects of Adobe Photoshop.

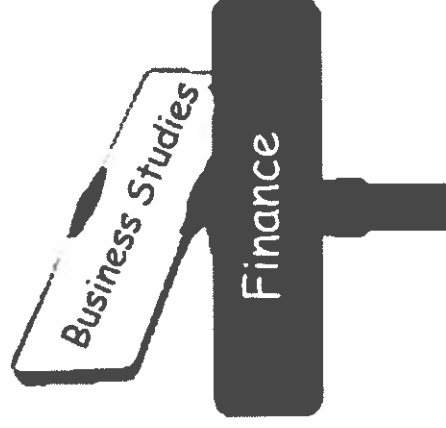
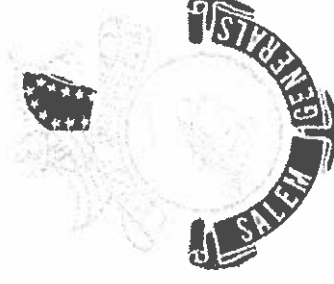
A portion of the curriculum covers such topics as business letters, MLA reports, bibliography format and content. In addition, core curriculum topics are integrated into PowerPoint presentations, which all students in the class benefit from. Students will learn to use databases, use spreadsheets, use the Internet, and to telecommunicate.

Students are expected to attain vocational competency as well as achieve sufficient skill on the computer for use as a personal tool or as a "supportive" job skill. Students benefit in a number of ways from a proficient knowledge of the curriculum offered in this class.

Students also benefit through improved employment prospects, greater self sufficiency and a foundation for knowledge for a lifetime of learning.



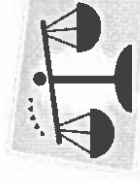
Salem Central School Business Education Department



Course Offerings

Salem Central School
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Salem, NY 12831
518-854-7600

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BASIC OBJECTIVES OF THE BUSINESS EDUCATION PROGRAM

1. To help prepare students for life and its demands on each person's business knowledge.
2. To provide students with knowledge and techniques about business procedures.
3. To develop judgment about the management of responsibilities.
4. To learn to organize time and develop punctuality.
5. To develop desirable work habits.
6. To develop positive consumer attitudes and values.
7. To help prepare students for the job market with useful skills.

ACCOUNTING

A one year course in Accounting is designed to provide students with a basic understanding of double-entry accounting.

Accounting will assist students who are seeking entry level jobs and if they choose to go on to college it will help prepare them for business courses.

(Distance Learning)

SPORTS AND ENTERTAINMENT MARKETING

This course will cover basic functions of marketing and how those functions are applied to sports and entertainment. The basic functions of marketing are:

- Product/Service Management
- Distribution
- Selling
- Marketing-Information Management
- Financing
- Pricing
- Promotion

This course will be project oriented. Projects will include — Internet assignments, group projects, and textbook assignments.

INTRODUCTION TO OCCUPATIONS / Digital Citizenship

(8th Grade Home and Careers)

The curriculum in Introduction to Occupations will help students develop basic concepts and skills in preparation for other occupational courses.

There are two major purposes of this course. The first purpose is to develop transferable skills which can be used in later work or home responsibilities. The second purpose is to explore occupational interests and abilities prior to taking more specialized occupational courses.

