

COURSE OUTLINE

Introduction to Business

- **Management**

- **Human Resources**

- **Operations & Production**

- **Marketing**

- **Finance & Accounting**

- **Business Ethics and Social Responsibility**

- **Global Business**

- **Business Communication / Technology**

COMMUNICATION

I am here to help my students during and outside of school hours. I encourage you to self-advocate for yourself if you have any questions, need clarification on something or need help with an assignment or project. The best way to contact me is through email or to schedule a time that mutually works for all parties involved.



EMAIL POLICY

I require all emails to adhere to the following format or they will be deleted:

Subject: last name, first name, class name, period, assignment or reason for email.

CONTACT ME

Phone: 308-324-4691 Ext. 2322

Email: shannon.keller@lexschools.org



MRS. SHANNON KELLER
BUSINESS TEACHER
LEXINGTON HIGH SCHOOL
LEXINGTON, NE

Room
121/322

INTRODUCTION TO BUSINESS

Introduction to Business aims to familiarize you with various aspects of the business world and helps you develop a foundational understanding of how businesses operate. This class introduces all aspects of business and helps you decide if you want to continue with other classes here at LHS and or gain insight into an area of business you may want to study further after high school. You will have the opportunity to delve into case studies, engage in hands-on projects, and participate in stimulating class discussions in an interactive and engaging learning environment that fosters creativity, critical thinking, and collaboration.

**MRS.
KELLER**

- **EXTRA CREDIT –**
Available upon request. Includes but not limited to projects, power point activity, presentations, papers, etc.
- **MAKE UP WORK –** Work receiving grade lower than 70% may be redone for additional points up to 80%.

MRS. KELLER

GRADING

- 45% SUMMATIVE – Tests / Projects
- 45% FORMATIVE – Notes / Daily Activities / Quizzes / Classwork / Homework / Participation
- 10% FINAL

“The capacity to learn is a gift, the ability to learn is a skill, the willingness to learn is a choice.”

- BRIAN HERBERT

“Learning is a treasure that will follow its owner everywhere.”

- CHINESE PROVERB

MATERIALS / TECHNOLOGY

- **CELL PHONES & AIR PODS – IN BAG**
- **IPAD – CHARGED & READY, OUT AND USED ONLY WHEN INSTRUCTED**
- **PENCIL OR PEN, FOLDER OR NOTEBOOK**
- **OTHER COURSE MATERIALS AS PROVIDED/RECOMMENDED**

BEGINNING OF CLASS

TAKE A SEAT

PUT PHONE &

HEADPHONES AWAY

BEGIN BELL RINGER

DURING CLASS

BE AN ACTIVE PARTICIPANT IN YOUR LEARNING! LISTEN, COLLABORATE AND ASK QUESTIONS ... WHAT YOU PUT IN IS WHAT YOU GET OUT OF LEARNING!

END OF CLASS

REMAIN IN YOUR SEATS UNTIL DISMISSED

CHEATING / ACADEMIC DISHONESTY

ANY CHEATING OR ACADEMIC DISHONESTY WILL RESULT IN A ZERO (0).



- **EXCUSED ABSENCES –**
Handled per the school handbook.
- **LATE WORK –** Late work accepted up until 2 weeks before end of quarter or semester. Highest grade possible is 75%.