

GRANADA HILLS CHARTER HIGH SCHOOL

Course Syllabus

Our Mission

Granada Hills Charter High School will provide a positive student-centered environment in which all students will develop academic skills, practical skills, and attitudes to enable them to be successful lifelong learners and productive, responsible citizens in a diverse society. We pledge our resources to create a school where all students are actively engaged in the process of learning in a multicultural, multilingual setting.

Expected Schoolwide Learning Results (ESLRS)

Every student who graduates from GHCHS will be:

- An Effective Communicator, able to read, write, converse and listen for a variety of purposes
- An Information Manager, able to locate, access, organize, evaluate and apply information in a complex and technological world
- A Problem Solver, able to apply a variety of thinking, creative and computing skills to produce solutions for practical and theoretical problems
- A Productive Member of Society, able to demonstrate healthy, responsible behavior and to work collaboratively and respectfully in a linguistically and culturally diverse community
- A Lifelong Learner, able to set educational and career goals, to develop a realistic strategy to achieve those goals and to apply content knowledge and critical thinking skills to adapt to a rapidly changing environment

Course Title: **Business Statistics**

Teacher's Name: **Andrew Nelson**

Textbooks: Big Data: A Revolution That Will Transform How We Live, Work, and Think; The Practice of Statistics; Business Statistics Using Excel

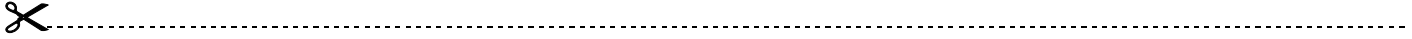
Major Emphasis of the Course: The goals and objectives of this course align with the California Common Core Standards (CCSS) or the Next Generation Science Standards and the ESLRs. The English, Mathematics and Literacy Standards can be found on the Internet at <http://www.cde.ca.gov/re/cc/>. The NGSS can be found at <http://www.nextgenscience.org/next-generation-science-standards>. Reading and Writing Standards are a part of every Course curriculum. In addition to course assignments and assessments, common department developed assessments will be used to assess student proficiency and mastery of CCSS.

Course Expectations: All GHCHS teachers expect students to respect the **GHCHS Attendance Policy, Standards of Student Behavior, Standards of Conduct, Dress Code and Academic Integrity Policy**. These policies can be found on the GHCHS website on the Internet at <http://www.ghchs.com> and in the Parent-Student Handbook. In addition, this course has the following expectations:

Course of Study	<p>Business Statistics integrates a standard statistics curriculum for secondary school students with an introduction to the world of business and finance. It serves as a college preparatory gateway for future studies in these topics. Authentic applications are emphasized that illuminate the connection between abstract mathematical concepts and their use in a variety of business contexts. Students develop statistical competencies that increase the likelihood of success in their future higher education and professional endeavors. The latest trends and career opportunities in "Big Data" and predictive analytics are examined throughout the course.</p> <p>Business Statistics incorporates many of California's new common core math standards, particularly in the domains of "Functions", "Mathematical Modeling", and "Probability & Statistics". UC and CSU have approved the course as a full year ("c") math course. Many students use Business Statistics to fulfill their recommended fourth year of math for the UC and CSU colleges.</p> <p>This course aligns with Career Technical Education (CTE) standards for the "Business & Finance" sector. Students develop a mastery of Excel spreadsheet applications and attain other practical office skills that can be listed on employment, internship and/or college applications. Certification as a Microsoft Office specialist in Excel has been integrated into the course curriculum and assessment. The school has contracted with Certipoint, Microsoft's authorized testing coordinator, to provide the certification exam at no cost to the students. More materials on certification will be provided under separate cover.</p>
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<p>Assessments</p>	<p>Business Statistics employs a varied assessment strategy to provide feedback that helps the student meet their learning expectations. Each semester, assessments consist of two midterms and a final. Midterms serve as formative assessments that identify areas of strength and weakness for students. Differentiated curricular adjustments are made based on these results. The final is given the greatest weight in grade determination because it measures the student proficiencies at the end of the course. Projects allow students to demonstrate their knowledge and understanding through real world applications of the material. These projects are important components of the student's final grade. Missing even one project can jeopardize the student's ability to pass the class.</p>								
<p>Department Common Grading Policy</p>	<table border="1" data-bbox="440 447 1403 711"> <tr> <td data-bbox="440 447 885 506"> <p>Assignments - 10%</p> </td> <td data-bbox="885 447 1403 506"> <p>In-Class Assignments: 4-8% Out-of-Class Assignments: 4-8%</p> </td> </tr> <tr> <td data-bbox="440 506 885 577"> <p>Participation - 10%</p> </td> <td data-bbox="885 506 1403 577"> <p>In Class & Out-of-class participation</p> </td> </tr> <tr> <td data-bbox="440 577 885 638"> <p>Formative Assessments - 55%</p> </td> <td data-bbox="885 577 1403 638"> <p>Midterms & Projects</p> </td> </tr> <tr> <td data-bbox="440 638 885 711"> <p>Summative Assessments - 25%</p> </td> <td data-bbox="885 638 1403 711"> <p>Finals</p> </td> </tr> </table> <p>Instructor reserves the right to make small adjustments (less than 5%) in the proportions above. If minor changes are made, students will be notified in advance.</p> <p style="text-align: center;"> A: 90.0% and above B: 80.0% – 89.9% C: 70.0% – 79.9% D: 60.0% – 69.9% F: 59.9% or below </p>	<p>Assignments - 10%</p>	<p>In-Class Assignments: 4-8% Out-of-Class Assignments: 4-8%</p>	<p>Participation - 10%</p>	<p>In Class & Out-of-class participation</p>	<p>Formative Assessments - 55%</p>	<p>Midterms & Projects</p>	<p>Summative Assessments - 25%</p>	<p>Finals</p>
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<p>Out of Class Assignments – Purpose and Feedback</p>	<p>Students will be expected to diagnose their understanding of the material, and must initiate steps to insure they learn all of the content presented and practiced in class. Mandatory assigned homework is not a major focus of this course. It will be given one to two times per week, and will consist of practice or preview of the week's topics. On evenings when no homework is assigned, students should be working on pending projects, or studying for upcoming assessments. Students who make good use of our class time together should expect to dedicate 15-30 minutes per night to Business Statistics, 4-5 days per week. If students do not use this class time well, they will have considerably more "homework" to complete outside of class.</p> <p>**Late Work**: Unforeseen events occur in life. That's why I do accept late homework the day after the assignment was due. Turning in your homework late does have a cost. In most cases, a late assignment's score will be reduced 25%. More tardy work will be accepted at the discretion of the teacher, and will incur greater penalties. In the case of illness or other excused absence, the due date is extended by that number of days. It is the student's responsibility to turn in late homework before these revised due dates. Instructor reserves the right to modify this policy in rare cases of extenuating circumstances that may affect the timeliness of a student's work.</p>								
<p>Class Rules</p>	<p>Here's the Top Five!</p> <p>#1 The design of our classroom provides each student access to a computer but leaves no room for storing personal items below desks. For this reason, students are STRONGLY ENCOURAGED NOT TO BRING PACKPACS, PHONES, PURSES OR OTHER PERSONAL ITEMS TO CLASS. STUDENTS WHO BRING PERSONAL ITEMS WILL BE REQUIRED TO HANG THEM ON OPEN HOOKS ALONG THE NORTH WALL OF THE CLASSROOM. STUDENTS ACCEPT ALL RESPONSIBILITY FOR PERSONAL ITEMS THAT THEY BRING TO CLASS. NEITHER MYSELF NOR GHCHS CAN ACCEPT ANY RESPONSIBILITY FOR LOST OR STOLEN PERSONAL ITEMS THAT STUDENTS CHOOSE TO BRING TO CLASS.</p> <p>#2 Come to class prepared to work. Bring paper and writing instruments to class everyday.</p> <p>#3 Students are allowed to converse upon entering the classroom. Once class commences, Mr. Nelson will be clear in identifying the appropriate times for students to communicate. The latitude afforded for student classroom communication will be determined for each class based on its ability to function effectively in meeting our common educational goals.</p>								

<p>Class Rules (Continued)</p>	<p>#4 To protect the computers, a strict food policy will be enforced. No gum, food or drink are allowed in the classroom. Water is the only allowable beverage. Please wait outside while finishing your nutrition or lunch, and deposit any unfinished items in the trash or store them in your backpack before entering the classroom. Please remember finishing your nutrition or lunch does not excuse you from the school's tardy policy.</p> <p>#5 All GHCHS rules and policies will be enforced including the prohibition on cell phones and other electronic devices. Any of these devices that are visible or being used during class will be confiscated and turned over to the dean's office.</p>
<p>Classroom Supplies</p>	<p>COMPUTER, EXCEL & INTERNET ACCESS: Students will need internet access at home to fully participate in some important elements of the curriculum. Excel 2010 or 2013 would be optimal, though the 2007 version would be workable in most instances. School computers with Excel 2013 and internet access are available in the classroom and library. If obtaining internet access is a burden, please advise Mr. Nelson and/or the school's activity office for possible options that may be available to assist. Where internet access is not feasible, alternate assignments can be arranged.</p> <p>COMPUTER INK: Students are encouraged to submit their projects printed in color ink though students who can only submit their work in black and white ink are not penalized in any way. Drafts of projects and nearly all assignments can be submitted in black and white ink.</p> <p>THUMB DRIVE: Students will be well served to back up their daily work on hard media. External storage devices will also facilitate collaboration when we begin group projects. These devices do not have to be high capacity. A few GB would be sufficient.</p> <p>NOTEBOOK PAPER & WRITING INSTRUMENTS: Standard college ruled paper should be brought to class every day. Students must arrive at class with pencils and/or pens in hand. It is the students' responsibility to have these pencils sharpened prior to the beginning of class.</p> <p>ART SUPPLIES: Art supplies will be required to complete some projects such as the Personal Heritage Pizzas that will decorate our classroom. In all cases, a great deal of flexibility exists as to the type and quantity of art supplies that are required for the assignments. I encourage students to use supplies they already have around the house. Please don't feel it necessary to spend more than a few dollars on these projects.</p>
<p>Resources and Support Schedule</p>	<p>WEB SUPPORT: "businessstatistics.us" offers a wide range of web resources that go beyond the mere posting of homework. Rather than try to list all of its elements, I encourage all students and parents to go to the site as often as practical. The site can also be accessed through the school's website. Find my biography in the "Teacher Listing" and click on the link provided.</p> <p>AFTER SCHOOL HELP: Tutoring is available after school. I am happy to help students on a drop in basis but where help is urgent students should schedule time to insure my availability when they need me. Prior to midterms, I try to schedule Saturday "Donut Review" sessions wherever possible. These sessions alone should NOT be viewed as sufficient time to prepare for these important exams.</p>
<p>Communication with Parents (Procedures and Timeline)</p>	<p>Parents and guardians are strongly encouraged to monitor the progress of their students. My web site provides the best source for pending exams, test prep materials and upcoming assignments.</p> <p>In terms of academic performance, the school provides web access into my grade book. You see a student's score as soon as I enter it, and can see their overall grade up to that point in time. It can vary, but I usually get scores entered within a week of collection (sometimes things will show up within a day or two). To identify missing assignments, parents should look for a "0" that would indicate an assignment was not submitted. A blank cell (no score shown) usually reflects a category that does not apply to your student. Always feel free to contact me with any questions regarding the grade book.</p> <p>Please e-mail me with any academic or behavioral questions you may have during the year. My e-mail address is annelson@ghchs.com</p> <p>IMPORTANT MESSAGE REGARDING EMAIL ADDRESS: Please note the second "n" as its annelson@.... not just anelson@... The later sends your email to Al Nelson, not me.</p>



Please Print

DETACH AND RETURN WITH SIGNATURES TO TEACHER BY: _____ (Date)

I acknowledge receiving a copy of the Course Syllabus for _____ (Course Name)

Class Period _____

Student's First Name _____ Student's Signature _____

Parent Name _____

Parent/Guardian Signature _____ Date _____