

# 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:** Business Statistics Using Excel

**Major Emphasis of the Course:** The goals and objectives of this course align with the California State Content Standards for Probability & Statistics. This Business Statistics course was closely patterned after the integrated Business Statistics course developed at the Spring 2010 University of California Curriculum Integration (UCCI) Institute focusing on subject area "c" – mathematics, and the Career Technical Education (CTE) industry sector "Finance and Business". The Content Standards and State Frameworks can be found on the Internet at: <http://www.cde.ca.gov/be/st>. Reading and Writing Standards are a part of every Course curriculum. In addition to course work and tests, Core and Benchmark assignments will be used to assess student attainment of the Standards.

**Course Expectations:** All GHCHS teachers expect students to conform to 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:

<b>Classroom Supplies</b>	<p>One three-ring binder that should always have paper.</p> <p>Basic Scientific Calculator: Students may use calculators in class and during most tests. However, be aware that the extensive use of EXCEL spreadsheets will greatly reduce the regularity that calculators are needed.</p> <p>Writing Instruments. 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>Computer and Internet Access: Students will need internet access at home to fully participate in important elements of the curriculum. At school, computers 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>
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<p><b>Course of Study and Targeted Standards</b> (separate into semesters if applicable)</p>	<p>Business Statistics integrates a standard first year 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 illuminate the connection between abstract mathematical concepts and their applied use in a variety of business contexts. Students develop statistical competencies that increase their likelihood of success in future higher education endeavors.</p> <p>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.</p>												
<p><b>Department Common Grading Policy (please include % allocated to each category)</b></p> <p><b>Grading Scale</b></p>	<table border="1" data-bbox="446 409 1437 745"> <tr> <td>60-75%</td> <td>Projects/Exams</td> </tr> <tr> <td>%</td> <td></td> </tr> <tr> <td>%</td> <td></td> </tr> <tr> <td>%</td> <td></td> </tr> <tr> <td>20-30%</td> <td>Homework</td> </tr> <tr> <td>5-10%</td> <td>Class Participation</td> </tr> </table> <p>A – 90%+  B – 80-89%  C – 70-79%  D – 60-69%  F – Under 60%</p>	60-75%	Projects/Exams	%		%		%		20-30%	Homework	5-10%	Class Participation
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<p><b>Homework</b></p>	<p>* Weekly reading assignments have been outlined in the attached course outline.</p> <p>* Homework will be given 2 to 3 times per week, and will consist of practice for the week's topics. On evenings when no homework is assigned, students should be working on pending projects, or studying for upcoming assessments. Students should expect to dedicate at least 30 minutes per night to Business Statistics, 5 days per week.</p> <p>*Late Work: Don't be late!!! Unforeseen events occur in life. That's why I accept late homework the day after the assignment was due. Turning in your homework late does have a cost. A late assignment's score will be reduced 25%. 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. I reserve the right to modify this policy in rare cases of extenuating circumstances that may effect the timeliness of a student's work.</p>												
<p><b>Class Rules</b></p>	<p>The design of our classroom provides each student access to a computer but leaves little room for storing personal items below desks. For this reason, students are <b>STRONGLY ENCOURAGED NOT TO BRING PACKPACKS, PURSES OR OTHER PERSONAL ITEMS TO CLASS</b> Since much of their course participation will be performed on the computers, students need only bring a notebook with paper, writing supplies and their textbook. <b>STUDENTS WHO INSIST ON BRINGING PERSONAL ITEMS TO CLASS 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 GHCGHS CAN ACCEPT ANY RESPONSIBILITY FOR LOST OR STOLEN PERSONAL ITEMS THAT STUDENTS CHOOSE TO BRING TO CLASS.</b></p> <p>Come to class prepared to work. Bring paper and writing instruments to class everyday.</p> <p>Initially, no talking is allowed between the students 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 its ability to function effectively in meeting our common educational goals.</p> <p>To protect the computers, a strict food policy will be imposed. No gum, food or drink. Water is the only allowable beverage in class.</p> <p>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 during class will be confiscated and turned over to the dean's office.</p>												

<p><b>Support Schedule</b></p>	<p>WEB SUPPORT: "Mr. Nelson's Algebra World" offers a wide range of web resources that go beyond the mere posting of homework. Despite its name, material on Statistics is included. Rather than try to list all of its elements, I encourage all students and parents to go onto the site as often as practical. Focus on the following sections: Assignments, Statistics Supplements, Class Notes, and Parent Section.</p> <p>The site can be accessed through the school's website. Find my biography in the "Teacher Listing" and click on the link provided. My site is largely student oriented, but a Parent Section includes a link for sending me e-mails, and other resources for the parents and guardians.</p>
<p><b>Communication with Parents</b></p>	<p>Parents and guardians are strongly encouraged to monitor the progress of their son or daughter. Even high achieving students need to be monitored. My web site provides the best source for pending homework 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.</p> <p>Please e-mail me with any academic or behavioral questions you may have during the year. My e-mail address is <a href="mailto:annelson@ghchs.com">annelson@ghchs.com</a>. There is a link to my email address in the Parent Section of the web site</p> <p>IMPORTANT MESSAGE REGARDING EMAIL ADDRESS: Please note the second "n" as its <a href="mailto:annelson@...">annelson@...</a> not just <a href="mailto:anelson@...">anelson@...</a> The later will send your email to Al Nelson who is a tremendous band leader but knows little about the progress of statistic students.</p>



**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 Last Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_