

**Virtual Business**  
**Ms. Soelter - Room 340**  
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(512)732-9280 ext. 33928

**Objective:**

You will incorporate a broad base of knowledge that includes the managerial, marketing, financial, and international dimensions of business to make appropriate business decisions. You will be able to identify steps needed to locate customers, set fees, as well as be able to provide administrative, creative, and technical services using advanced technological modes of communication and data delivery. You will build a functional website that incorporates the essentials of a virtual business.

**Career Cluster:**

Information Technology

**Required Supplies:**

- Access to Google Classroom, Google Calendar, and school email (Students will be expected to use these tools independently).
- Pens/Pencils
- iPad
- Folder or Notebook – with paper for notes.
- Positive attitude
- Strong work ethic

**Class Procedures:**

You should come in quietly, sit at your workstation and immediately logon to your computer. After daily procedural duties are completed, I will give a brief lecture/presentation or you will continue working on a previous assignment. A few minutes before the bell, you will be instructed to save your work and logoff your computer. Please make sure that you clean up your workstation before you leave.

***Submitting Assignments***

You will be submitting assignments electronically by Google Classroom. All your assignments must have your name on them. I will not grade anything with no name. When submitting assignments electronically you should use this format for the file name:

**LastNameFirstName\_name of the assignment.file extension**

Here is an example: SoelterAlison\_BusinessStructures.docx

**Grading:**

- 10% Soft Skills
- 20% Daily Grade/One day assignments/Screen checks
- 25% Quizzes
- 45% Chapter and unit tests, major projects

### **\*Soft skills grades are taken daily on a 0-4 point scale**

0- Student was absent without communication to teacher, or student chose to not engage in class activities

1- student required multiple prompts to engage in class activity

2- Student participated but only when called on, prepared for class

3- Student participated, added to class discussion appropriately, asked on topic questions and was prepared for class.

4- Student participated, added to class discussion appropriately, asked on topic questions, was prepared for class and took a leadership role.

### **Absences and Tardies:**

Be here to get the full experience! Being absent happens, so, if you miss class it is **YOUR** responsibility to communicate with me. As part of your soft skills grade **you** need to have communicated your absence to me no later than 4:25 the day you were absent.

Email is preferred. **There are no exceptions. No parent emails will be accepted for soft skills grade.**

- Absent but **student** communicated with teacher will earn an **exempt** in soft skills grade for the day.
- Absent but **NO communication from student** will earn a **0** for a soft skills daily grade.

### **Expectations:**

1. Chap Pride

Respect your classmates, your teacher and guests at all times.

2. As a student in this class you are part of a learning community. You should conduct yourself in such a manner as to add value to the community

3. You should care about your progress in this class. If you have questions or are struggling with concepts in this course I should hear from **YOU!** Take an active role in your learning. Your parent should not be the first to alert me of concerns you have in this course.

4. Cell phones are to be **OFF** or on silent and **NOT** visible.

5. Follow the honor code- I expect everyone to show integrity!

### **Consequences:**

If rules are broken in this class, the 1<sup>st</sup> time you will get a warning, the 2<sup>nd</sup> time I will call your parents, the 3<sup>rd</sup> time you will receive an office referral and honor code violation.