

BAM

Business and Management Foundations

Sylvania Southview High School
2013-2014 School Year

Instructor: Byron Jones

Email: bjones@sylvaniaschools.org

Website: <http://jonesclass.com/>

Room: 156

Schedule: 4th and 6th Periods

Southview Phone Extension: 6209

Course Description:

Business and Management Foundations is the introductory course for the Business and Management Pathway. Students will investigate a variety of business fields while developing communication, critical-thinking, problem solving, and life-long learning skills. Students will actively participate in a range of learning methods while exploring the following areas: introduction to business, marketing, economics, accounting, management, and entrepreneurship.

Course Objectives:

Upon successful completion of this course, the students will:

- Analyze the role of technology in business and management decision making
- Create documents for real-world business and management applications
- Apply the skills of effective business communication
- Identify business management practices
- Explain the impact of marketing activities on the individual, business, and society
- Survey career pathways in business management
- Investigate entrepreneurship and economics concepts and theory
- Explore basic accounting principles

Class Policies:

- Late work may be deducted up to 5% for each school day after the deadline.
- The opportunity to use the Internet for research purposes to aid in class projects will be provided throughout the year (see Internet Access Agreement). This is a privilege that can aid the student, but will be removed if abused (example: student using the Internet for other purposes before completing class assignments). Students caught bypassing the school Internet security system will be subject to immediate disciplinary action by school administration which might include, but is not limited to, removal from the course.
- Any student caught tampering or damaging the physical hardware within the lab will be subject to immediate disciplinary action by school administration which might include, but is not limited to, removal from the course. This applies to damaging or deleting software, as it is also considered school property.

- Any student caught deleting or tampering with another students work will be subject to immediate disciplinary action by school administration which might include, but is not limited to, removal from the course.
- All cell phones must not be seen or heard during class.
- Any form of plagiarism or academic dishonesty constitutes cheating as defined in the Student Handbook and is grounds for discipline in accordance with the policies of Southview High School. Using any photograph or graphic that is not the original work of the student without proper citation constitutes plagiarism.

Assessment:

- In-Class Assignments/Projects
 - Each are required to be completed (even if late)
 - Each are weighted according to the time needed for completion (a two week project will be worth twice as much as a one week project and both are worth more than a one day assignment)
 - Some Assignments/Projects will require that the student work with classmates or present to entire class
- Quizzes
 - Several quizzes will be administered throughout the semester
 - Quizzes will normally follow a review of a unit of material
- Professionalism & Work Ethic Grade
 - The class is designed to provide a work-like atmosphere. This grade will reflect the student’s attitude toward the coursework, fellow students and the instructor. Each student is expected to come to class on time and be prepared to work. Students are also expected to be self-motivated, polite, and conscientious to others in the work environment. Students not adhering to the following will be penalized:
 - Punctual to each class
 - Attentive during instruction
 - Polite and respectful to others
 - Stay on task without being reminded
 - Calculated every two weeks as a 20-point grade. This breaks down to 2 points a day. Students start with full credit every 2 weeks and only lose points due to items mentioned above.
 - This should be an easy “A” for each student and can help those that might struggle with one individual project. Do not allow this to pull down a higher final grade for this course!
- The following shows the standard grading scale used at Southview High School:

A+	98-100	A	93-97	A-	90-92
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D+	67-69	D/P	60-66	F	59 and below

Lab Rules:

- Respect others and their property
 - This includes physical property and electronic files/projects
 - This includes the instructor and other students
 - Do not degrade others and/or their projects
 - Do not interrupt or ignore others during group discussions or instruction
- Maintain integrity
 - Refrain from dishonesty, including cheating and plagiarizing
- Finish food and drink before entering lab
- Remain seated and productive until the bell rings

Suggestions for Success:

- Ask questions
- Use time wisely
- Save work frequently
- Use open lab times to makeup work
- Bring a flash drive or use online method (Dropbox.com, Goggle Docs, etc.) to backup work



(Please sign and remove the bottom portion of this page and return it to the instructor.)

Please sign below stating that you have read this syllabus in its entirety. Thank you.

Student: _____
Signature Date

Parent or Guardian: _____
Signature Date