



Course Syllabus

<http://www.sylvaniasouthview.org>

- **Course title:** Business and Management Foundations
- **Instructor Information:**
Gerald Bascuk
Room 119
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(419) 824 – 8580 ext. 6147
Available for discussion during 6th, 7th, 8th, 9th periods and before school.
- **Course Description:**
This class is the introductory course for the Business and Management Pathway. Students will have the opportunity to investigate a variety of business fields while developing communication, critical-thinking, problem-solving, and life-long learning skills. Students will actively participate in multimedia instruction while exploring the following areas: introduction to business, marketing, economics and personal finance, business law, accounting, management, international business, and entrepreneurship. This course is aligned with Ohio academic standards.
- **Textbooks, Readings and Materials:**
Provided Books: Business Center 21 Student Manuals (Introduction, Marketing, Economics and Personal Finance, Business law, Accounting, International Business, and Entrepreneurship). Publisher: AES, Inc. (2002).
- **Grading:**
 - Assessments will consist of projects, presentations, and tests associated with each section.
 - Based on a point system – Each activity (project, presentation, and test) will be assigned points. The total points accumulated (including class participation) are converted to a percent and the equivalent letter grade for the midterm and final grade for the course. Tests and project grades are worth 50 – 100 points. Presentations and classroom assignments will average 10 – 25 points each.
 - Grading scale from the Southview Handbook will be used.
 - Time will be given to complete projects in class.
 - There will be occasional opportunities for extra credit at the teacher's discretion, (students can expect an average of 20 – 40 points of extra credit for the semester).
 - No curve on midterm and/or final grades.
- **Class Expectations:**

Late assignments will be treated as follows: 1 day late – 90% of possible points, 2 days late – 80% of possible points, 3 days late – 70% of possible points, More than 3 days late – 0 points.

Excused absences: Students who miss work for an excused absence may make up any projects, assignments, and/or tests. Upon returning the *student will be responsible* to arrange a make-up time. Extraordinary situations will receive attention on a case-by-case basis.

Project Binder: Students will be responsible to keep a copy of all projects, presentations, and assignments in a 3 ring binder.

Project Work: All projects and assignments must be downloaded to a required file or copied to disk for grading. Students must keep hard copies in their binder.

Handbook Policy: Mr. Bascuk will vigorously enforce handbook rules including rules on tardiness, cell phone use, and cheating. Students will be held accountable for knowing the Handbook rules.

Computer Usage: Rules and procedures regarding computer usage will be posted and strictly followed. Students and parents must sign a “technology acceptable use policy” statement.

- **Suggestions for Success:**
 - Follow all classroom policies. Failure to do so will result in lost points, misery, and eventual failure.
 - Ask for help both in class, out of class, and during open periods.
 - Become an active participant in your education.
 - Complete work in the allotted amount of time (use time wisely).
 - Come to class on time. Three tardies will result in one demerit.
 - Inappropriate/disrespectful language will not be tolerated.
 - Students may not access the internet for games or music. Each occurrence will result in one demerit.