

Communication Plan for Business Management 12

Course Description:

Business Management 12 is designed to reflect change in the economic and business environments and to develop students' analytical, problem solving, research, and communication skills through an understanding of how companies are managed from both employer and employee perspectives. The course focuses on developing the knowledge, skills, and attitudes required to identify opportunities and meet the challenges of the business environment. The topics covered include the management environment and processes, business and ethics, business organization, and competitive markets.

Assessment:

Student performance and achievement will be assessed on a daily basis throughout the semester using a variety of methods--tests, group and individual assignments, business simulations, exams, class participation, and homework. The course will also include the development of skills in grammar and English communication (reading, writing, and oral expression skills), and in computer literacy. Regular attendance and completion of homework assignments are essential component for success in this course.

Marks will be determined as follows:

Final Semester Mark	
Tests/assignments/projects/individual class participation/group participation	50%
Mid-term Comprehensive	20%
Final Exam	30%
*Homework will be posted on the homework webpage on the school website.	

A mid-term progress report will be given to each student indicating his/her progress to date. The mid-term progress report represents a mark based 50% of the mid-term comprehensive assessment and 50% on the other assessment pieces completed at the time of the report.

Students are responsible for completing all assigned course work. Late assignments and projects will be deducted 10% for each day they are late. If you are absent on a scheduled due date, it is still your responsibility to submit the assignment on time. Students who miss class time are responsible for keeping their work up to date. Make-ups will be given at my discretion. If a student is legitimately excused on a scheduled test day, the student should be prepared to take the test the day he/she returns. Please refer to Sydney Academy's Assessment Policy at <http://sacademy.cbv.ns.ca> select Administration>Communication Plan.

If you have any concerns, please contact me at the school (562-5464), or by e-mail (adavidson@staff.ednet.ns.ca). I look forward to a successful semester with your son or daughter. **A copy of the Communication Plan should be retained for reference throughout the semester. However, you can access a copy through the Sydney Academy Website.**

Ava Davidson
Business Teacher