

# BUSINESS MANAGEMENT & BUSINESS LAW

MRS. KOVACS

*Batavia HS - Great Oaks Satellite Program*



**2021-2022**

## **HANDBOOK & SYLLABUS**

### **SOCIAL MEDIA**

Class Website: [www.bataviahsbpa.weebly.com](http://www.bataviahsbpa.weebly.com)

Twitter: *Batavia\_HS\_BPA*

Facebook: *Business Professionals of America – Batavia High School*

Instagram: *batavia\_hs\_bpa*

### **GOOGLE CLASSROOM**

Email communication will be sent through Google Classroom. If you (students and parents) do not receive the class update email on Friday, August 20<sup>th</sup> – check the email registered in Google Classroom.

Bell 1 Sophomores

**olagymk**

Bell 5 Sophomores

**2nck2s3**

Bell 3 Juniors

**gf7jezw**

Bell 6 Juniors

**c65rn2p**

Bell 4 Seniors

**4tdhp4b**

Bell 7 Senior Internship

**3twpcf6**

BPA Activities/Volunteer Opportunities/Announcements (everyone)

**bqbgocf**

Note: I DO NOT have 5<sup>th</sup> bell plan to help with BPA competitions this year. We will need to work on them after school.

### **CLASSES**

#### ***Business Law, Senior Year - 1 credit***

Students will examine aspects of business law. Topics include: ethics, the judicial system, tort law, legal foundations, employment law, real estate, debtor and creditor laws and regulations, legal research, compliance and regulatory law and contract law. Requires dual enrollment in senior internship. Prerequisite: Principles of Business Management.

#### ***Senior Internship, Senior year – 1 credit***

250 hours of an internship are required. Students will receive information and documents the first day.

#### ***Principles of Business Management, Junior year – 1 credit***

Topics include: communications, relationships among stakeholders, onboarding and human resources, knowledge and information management, contracts, internal controls, and compliance requirements. *Juniors earn college credit for this course if they earn at least a B and pass the state assessment.*

## **Foundations of Business, Sophomore year *first semester* - .50 credits**

Topics include: global and economic environment, ethics and social responsibility, forms of business ownership, entrepreneurship and small business, accounting and finance, securities, marketing, management, human resources, and information technology.

## **Finance Foundations – Sophomore year *second semester* - .50 credits**

Topics include: banking services, finance, insurance, securities and investments, basic financial analysis and application, business law and ethics, economics, international business and relationships, knowledge management, and information technology. Employability skills, leadership and communications will be incorporated into activities.

### **ALL CLASSES:**

#### Assignments:

Assignments will be posted in Google Classroom. Students are expected to use class time to complete assignments – not save it for homework. Not all work will be for a grade. There will also be announced and unannounced quizzes.

#### Research and Presentations:

All presentations will be graded with a rubric that will be provided at the time of the assignment. Group project grades are FINAL. If there is a problem with a group that I have assigned, please see me AFTER attempts to work together have been made.

#### Grading:

Includes daily class assignments, homework, quizzes, tests, presentations, projects, and competition completion. Grading scale: 90-100=A, 80-89=B, 70-79=C, 60-69=D, 0-59=F.

#### State Assessments:

All students will complete required state assessments through WebXam. A minimum score set by the Ohio Department of Education is required to pass the Webxam.

## **KOVACS EXPECTATIONS**

- 1. I will announce if we are using laptops. Personal and school laptops/Chromebooks should stay in your bag when we are not using them for an assignment.**
2. Place first and last name, bell, and date on all work.
3. Pay attention to due dates.
4. *Remember, you have to post/upload the work to Google Classroom. Simply hitting the submit button will not earn a grade.*
5. Give your full attention to the person or group speaking.
6. Any type of bullying and/or harassment will not be tolerated. In college or at work, this type of behavior can lead to expulsion (with no refund), termination, and/or criminal and civil action. Note: saying "I was joking" does not excuse the behavior.

## **WHAT YOU WILL NEED**

1. Have a folder/binder. You WILL need to keep work to prepare for state assessments.
2. Have a flash drive. Microsoft does not automatically save like Google Docs.
3. Earbuds, headphones, etc.

## **TECHNOLOGY –**

1. We have PC laptops for class use and BPA competitions that require Microsoft office. Only use the computer assigned to you. Failure to do this will result in loss of laptop privileges.
2. Place class laptops back in the appropriate spot AND plug it in to charge.
3. Report problems with equipment. Do not attempt to fix it yourself.
4. **DO NOT** log into the computer with another student's name or password.
5. Food and drinks may not be on desk with laptops.



## **BUSINESS PROFESSIONALS OF AMERICA (BPA)**

### **Participation and Fee**

1. Participation in BPA is mandatory for Juniors and Seniors. It is part of the curriculum and we will use class time for BPA activities. Sophomores will be able to participate in chapter activities and complete volunteer hours, but they will not participate in competition this year.
2. There is a \$10.00 class fee for JUNORS AND SENIORS ONLY that is separate from Batavia school fees. It is separate because we are a Great Oaks program the fee cannot be incorporated into the Batavia system. It helps cover the cost of regional competition and activities. Payment can be in cash or by check payable to "Batavia HS BPA". Email me with concerns about the class fee.
3. BPA non-judged events will take place in the classroom January 10<sup>th</sup>–21<sup>st</sup>, 2022. Ohio Region 13 Judged Events will be on Saturday, January 22<sup>nd</sup>, 2022. The location has not been determined yet. ***Students that select judged events MUST attend on Saturday, January 22nd. Can't commit to being there on the 22<sup>nd</sup>? Do not sign up for a judged event.*** Anyone advancing to the state or national level will receive information and requirements at that time.

### **Fundraising**

In 2019 our chapter paid over \$20,000 for *in person* state and national competitions. This year, state is in Columbus and nationals will (hopefully) be in Dallas, TX. We hold fundraisers throughout the year to take some of the financial burden off families. All students are expected to help with fundraising. If we do not raise enough to cover state and/or national competition registration, transportation, hotel, food, etc., it will be the student's responsibility to cover the cost.

### **Special Olympics and Community Service**

Special Olympics is the National Service Project for BPA. We have donated over \$85,000 by participating in the Polar Plunge. All members will receive information as soon as it becomes available. Once officers are elected we will plan additional community service events.



2020-2021 Officer Team

### **BPA Chapter Officers**

Juniors and seniors can apply to become president, vice president, secretary, treasurer, historian, or parliamentarian. Sophomore classes will have a representative. Candidates will complete an application and write an essay. There are mandatory events in the evening that officers must attend.

### **Torch Awards and Presidential Service Medal**

Students can complete school and community service to earn state/national Torch Awards. BPA is also a sponsoring organization for the U.S. Presidential Volunteer Service Medal. Students who complete over 100 hours of service from April 2021-February 2022 are eligible.



2021 Presidential Award Recipients

Students earning these awards will receive honor pins and/or sashes to wear at graduation.

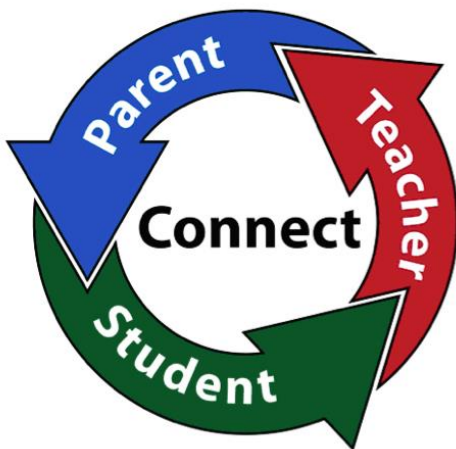
### **LEGAL RELEASES**

#### Media Release

Students and parents will be asked to a release for images and likenesses to be used for presentations, promotions and news articles. Students and parents may be asked to sign additional releases for BPA competition.

#### Teacher-Parent-Student Contact

The best way to contact me is by email at kovacs\_a@bataviaschools.org. I will send class updates and communications about individual students through Google Classroom. Please make sure the correct email is listed in Google Classroom. If you do not receive an email within the first few weeks of school, there is a good chance it is not listed correctly in Google Classroom.



I do not have a separate cell phone for school use. Students participating in fundraisers, field trips, competitions, internships and job shadowing will have my personal cell phone number. I will have cell numbers for all students participating programmed into my phone. **There may be contact via phone calls, texting, and email between the students and the teacher.** The purpose of this is to distribute information and maintain safety. Parents of students participating in overnight BPA events will receive my cell number to contact me anytime, day or night.

We will also use Great Oaks Ring Central app for electronic communication.