**MS. BALIKIS’ ADST 8 BUSINESS SYLLABUS**

**L.A. Matheson – 2017-2018 School Year**

**BIG IDEAS:**

* Design can be responsive to identified needs.
* Complex tasks require the acquisition of additional skills.
* Complex tasks may require multiple tools and technologies.

**POSSIBLE TOPICS:**

* Resume writing
* Cover letters
* Advertising
* Employment Standards Act

**OBJECTIVES:**

In this course, students will refine their skills and knowledge in business through a variety of contexts as they continue to explore, extend, and improve. Students will be asked to work both individually and collaboratively in classroom assignments, and projects. Students will learn how to apply skills in various contexts, the work force being the top priority, as well as learn how to communicate efficiently and concisely. By the end of this course students will have at least a basic understanding of how the professional world works and how they can best market themselves going forward.

**EXPECTATIONS:**

* You will be keeping up with all of the assignments and handing them in on the due dates. If you require an extension please see me **before** the due date.
* You will not be absent unless you have a legitimate excuse from a parent or guardian.
* If you do miss a day ask a friend or check my website at balikis.weebly.com to see what you need to catch up on.
* If you have any questions about any of the material or the assignments, you will email me at [balikis\_p@surreyschools.ca](mailto:balikis_p@surreyschools.ca), or ask a friend.

**ACADEMIC DISHONESTY / PLAGIARISM:**

Plagiarism is using the work of others as if it were your own. It means offering as your own work, the words, ideas, arguments, data, calculations, designs, or productions of another without giving credit to the originator.

In all courses students are expected to do their own work. Others may be consulted for advice and ideas, but such ideas and advice must be acknowledged. Plagiarism involves copying the writing of a published author or authors, as well as copying from friends, peers, and parents.

Submitting the same, or substantially the same, essay, presentation, or assignment more than once is not permitted (whether the earlier submission was at this or another institution), unless prior approval has been obtained from the instructor(s) to whom the assignment is to be submitted.

Students will not receive credit or a mark for work falsely submitted or falsely obtained in an exam or test.

For more information on Academic Dishonesty please see UBC’s policy: [goo.gl/UHHbWr](http://www.goo.gl/UHHbWr) or Semiahmoo Secondary’s policy [goo.gl/MCj1aX](http://www.goo.gl/MCj1aX)

**MARK BREAKDOWN:**

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| --- | --- |
| Assignments | 75% |
| Projects | 25% |