Business, Management & Administration

2016-2017 Course Syllabus

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| Instructor | Laura L. McGee |
| Telephone | 269-465-6848 ext. 1379 |
| Best Time to Contact | After 3:00 pm |
| Email Address | lmcgee@bridgmanschools.com |
| Planning Time | 12:50 – 1:54 pm |

Description

Business, Management and Administration will help to prepare students for successful participation in a variety of office and business-related occupations. This class will also provide students with a foundation for their learning experiences that not only meets their academic potential and career interests, but also leads to lifelong learning and achievement. This course is intended to teach students the following foundation skills as demonstrated by:

* Applied Academic Skills - Math and English
* Career Planning
* Developing and Presenting Information
* Problem Solving
* Personal Management
* Organizational Skills
* Teamwork
* Negotiation Skills
* Understanding Systems and Using Technology
* Using Employability Skills

Segments Covered

1. Essential Business Skills
2. Essential Employment Skills
3. Excel
4. Professional Development
5. Access
6. Information Management
7. Entrepreneur
8. Advanced Applications
9. Financial Analysis and Economics
10. Operations and Business Processes
11. Business Law
12. Strategic Management

This class has an articulation agreement with LMC and you will receive 3 credits for Introduction to Business (BUSA 103).

Course Materials

* Benchmark Series Microsoft Office 2013 by Rutkosky/Seguin/Rutkosky, © Paradigm Publishing, Inc.
* Student Resources
* Internet Resource Center, www.emcp.net/BenchmarkOffice2013
* Workbook-Business Skills and Technology
* Marketing Foundations
* Simulations – various
* Career Cruising

Supplies

* 1 box of Kleenex
* Pencil/Paper
* Business black ink pen (no gel pens)
* Two pocket folder
* Calculator
* USB flash drive or other storage medium

Attendance

Punctuality and attendance are very important to success in any job, therefore, daily attendance, promptness and readiness to put forth the necessary effort to maximize your learning is essential. This class follows the attendance policy set forth in the BHS Student Handbook, which is found in your planner.

You will receive 10 points daily for participation. If you have an excused absence, you can make up these points by attending 30 minutes before school, after school, or lunch. Students will not be allowed to make up points for unexcused absences or out of school suspensions.

**Students will need to make up their daily participation points within three days of the date of their absence.** If time is not made up, 0 points will go in the grade book for that day’s participation points. Here is how you earn points:

* Arrive on time
* Get to work within 2 minutes of beginning bell
* Speak softly and keep conversations to a minimum
* Be friendly toward your fellow classmates and instructor. Demonstrate professional behavior and courtesy
* Keep work station neat and orderly and put all materials away when finished
* Keep track of your progress and where you left off each day
* Follow instructions (written and oral) and procedures carefully
* Proof read or check for accuracy before handing in your work
* Try to solve problems yourself and/or consult the textbook or help button when unsure of the correct procedures before asking for help
* Be willing to be a “team” worker (help others, be willing to do projects, etc….)
* Use the entire class time wisely and efficiently
* Do not touch computer settings unless instructed to do so by the teacher
* Do not quit until there is 4 minutes left in the class
* Do not stand by the door waiting for the bell to ring….stay in your seat

Make-Up Work

It is your responsibility to find out what you missed when you are absent from class. Before or after class works best.

Grading

Your overall grade will be based on the following:

* Assignments/Quizzes/Homework
* Tests
* Simulations/Reinforcement Activities/Projects
* Work Study/Employability Points

**It is your job to check grades frequently on PowerSchool.**

Your semester grade will be determined by the following percentages:

* 1st Marking Period 40%
* 2nd Marking Period 40%
* Mid Term Exam 20%
* 3rd Marking Period 40%
* 4th Marking Period 40%
* Final Exam 20%

## Grading Scale

93-100 A 87-89 B+ 77-79 C+ 67-69 D+

90-92 A- 83-86 B 73-76 C 63-66 D

80-82 B- 70-72 C- 60-62 D-

Below 60 F

Classroom Rules

1. Be on time to class
2. Come to class prepared to work (textbook, pen/pencil, assignments, and any other materials needed to complete your work)
3. Bring you planner to class everyday
4. Remain seated until dismissal bell rings
5. Respect others – No put downs
6. No food or drink allowed except water in a clear container
7. Bring your PowerSchool user name and password to class

**✂ ✂ ✂ Detach Here ✂ ✂ ✂**

I have read this syllabus for Business, Management and Administration and agree to the rules stated. I also agree to bring with me **every day** the supplies needed as well as my PowerSchool user name and password. My parent/guardian has read this syllabus and understands what is expected of me.

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Student Printed Name Hour

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Student Signature Date

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Parent/Guardian Signature Date