

# SYLLABUS

**Course Name: Business Management & Administrative Services**

## **Course Description:**

This is a second-level business course for students who want to start, organize and operate a small business enterprise. Students evaluate the role and risks of small business in an ever-changing economy, develop a business plan, and develop a product/service idea to compete in our annual Business Fair. Through real life project-based activities, students will learn many core business principles and skills. Core principles learned include, accounting, economics, entrepreneurship, ethics, finance, business law, marketing and advertising. Skills learned and enhanced include, teamwork, problem-solving, decision making, customer service, oral and written communications, and technology.

In BMAS, students learn and apply the basic functions of management (planning, organizing, researching, directing and controlling) to their business enterprise. They learn how to use these functions in order to succeed in a competitive business environment. Teamwork and public speaking are a large component of this class as students learn how to interact enthusiastically and optimistically with customers, co-workers and employers.

A large part of this course is devoted to personal finance as students learn how to obtain start-up capital for their business, how to use credit to their advantage, and how saving and investing money will build long-term wealth. Students also compete in a stock market simulation project sponsored by the Arizona Council for Economic Education and Junior Achievement.

Students enrolled in this course can join DECA, which is the career and technical student organization associated with the Business program. DECA opportunities include leadership development, field trips, travel and academic competition.

## **Textbooks:**

- **Business Principles and Management – Everard/Burrow**
- Additional handout material provided as needed.

## **When and where class meets:**

Monday, Tuesday, Friday	Wednesday	Day 1
Period 3 09:27 - 10:23 D105	Period 3 9:45 - 11:47	D105

**Course Requirements:**

- ❑ Students complete all assignments and participate in class discussions as required
- ❑ **Students must appropriately save all course work in their electronic folders as designated by the teacher to be given credit**
- ❑ There will be chapter tests, a midterm, and a final exam
- ❑ Students will complete project assignments that involve working in teams
- ❑ Classroom discussion and presentation of material will be a part of the course
- ❑ Students and parents will sign an acceptable use policy for lab work
- ❑ Regular attendance and punctuality are required in compliance with Hamilton Student Handbook Guidelines
- ❑ Students will create and fund a small business enterprise

**Course Competencies:**

- ❑ Develop a business plan and start a small business
- ❑ Develop job descriptions for an organization
- ❑ Analyze current and future staffing needs of a business
- ❑ Prepare budgets, project plans and timelines
- ❑ Use computer technology to support business operations
- ❑ Apply economic principles to business operations and management
- ❑ Demonstrate an understanding of all business functions
- ❑ Discuss and analyze legal and ethical concepts as they relate to business
- ❑ Use accounting and financial information to make business decisions
- ❑ Demonstrate marketing concepts as they relate to business
- ❑ Develop career plans/goals including preparing for employment
- ❑ Demonstrate professional oral and written communication skills
- ❑ Compete in a stock market simulation project
- ❑ Work in teams
- ❑ Participate in FBLA (Future Business Leaders of America Club)

**Grading & Evaluation Scale:**

A = (90% - 100%)
B = (80% - 89%)
C = (70% - 79%)
D = (60% - 69%)
F = Below 60 %
No extra credit opportunities will be given to augment assignments not completed. <b>Parents and students have access to grades through the on-line Infinite Campus Portal on the CUSD website.</b>

### **Late or Missing Assignments Policy:**

Assignments are due on time as posted by the teacher. Students are responsible for completing any missing assignments due to absences. When a student has an excused absence, make-up work must be completed within the same amount of time the student was absent from class (e.g. if a student is absent for two class periods, they are allowed two class periods to complete any missing assignments). Note: Work cannot be made-up for credit for unexcused absences. Late assignments may be downgraded by 50%.

### **TUTORING:**

Tutoring is available on Wednesdays and Thursdays from 2:20 to 3:20 pm. Tutoring is also available as needed to fit individual student needs

### **Plagiarism:**

There may be occasions where students can work cooperatively on daily assignments. However, students are always required to produce their own work, both hard copy and electronically in their individual student account. **Students who do not save their work correctly will receive a grade of “F” for that assignment or exam. Multiple incidences of plagiarism will result in a student receiving a grade of “F” for their quarter grade.**

### **Attendance Policy:**

In order to be successful in this class, it is imperative that all students attend class each class date. Parents must call the attendance office when their student will be absent for illness, appointments, or other valid reasons as described in their student handbook

### **Excessive Absences**

A.R.S. §15-803 (B) states that absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in A.R.S. §15-802. Ten percent equates to nine (9) days of absences per semester regardless of whether they are excused or unexcused. Students with excessive excused absences will be required to provide medical documentation to remain in class and excuse any further absences. If additional absences occur, and medical documentation is not provided, the student will be referred to administration and may be dropped from class.

### **Excessive Tardiness**

After 5 unexcused tardies, parents will be contacted by the teacher to review options for success. After 10 unexcused tardies, students will be referred to administration for possible Saturday school or placed on an attendance contract for the remainder of the school year

### **Safety:**

All students are always expected to demonstrate appropriate respectful behavior. Any behavior that presents a danger to the teacher or other students will be reported to school security.

**Disability:**

The school will make reasonable accommodations for students with documented disabilities. Students should notify the school office or nurse of any special needs. The phone number is (480) 883-5000.

**Technology:** *Appropriate use of technology – board policy IJNDC-R:*

The Governing Board intends that technological resources provided by the District be used in a safe responsible and proper manner in support of the instructional program and for the advancement of student learning. It is the policy of the Chandler Unified School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. The District reserves the right to monitor use of the District's systems for improper use without warning or prior consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the District at any time. Inappropriate use may result in disciplinary action and/or legal action in accordance with the law and Board policy. Please visit the student handbook at <https://www.cusd80.com/handbooks>

**Virtual Attendance Statement:**

Attendance is based on engagement. If a student is not present for synchronous instruction and does not complete the asynchronous/alternative assignment for the daily class meeting, then the student is considered absent. Teachers will contact attendance clerks once a student is determined to be absent.

**Diversity statement:**

All individuals have a right to an educational environment free from bias, prejudice and bigotry. As members of the Hamilton High School educational community, students are expected to refrain from participation in acts of harassment that are designed to demean another student's race, gender, ethnicity, religious preference, disability or sexual orientation.

**Classroom Rules:**

- Be on time
- Be respectful of others
- Learn and have fun
- Do your own work
- Don't lie – No cheating
- Participate in class activities
- **No food or drink in the classroom**
- **No Profanity**
- No use of cell phones or other technology without authorization of teacher

**Classroom Management Plan: Any violation of classroom rules will be handled as follows:**

1. **First Offense:** Discussion of offense with student. Teacher coaches student as needed.

2. **Second Offense:** Verbal warning issued to student by teacher. Parents notified by teacher.
3. **Third Offense:** Student referred to Alpha Discipline Administrator for In School Suspension (ISS). In ISS, student will reflect on their actions and come up with a written plan to increase their success in the classroom.
4. After the 3<sup>rd</sup> offense students may be removed from class. Any behavior consequences endangering the lives of other students will result in an automatic conduct referral sent to the appropriate alpha discipline administrator. Alpha discipline administrator will assign discipline in accordance with school and district policy.

**Contact Information:**

Dr. Thompson (480) 883 5113  
[Thompson.enid@cusd80.com](mailto:Thompson.enid@cusd80.com)  
Attendance Office (480) 883 5003  
Front Desk 480-883-5000

**Student Name (Please Print):** \_\_\_\_\_

**Return to Dr. T**

**Dear Parent/Guardian:**

Please sign this document indicating you have read the course syllabus including the Classroom Management Plan and have discussed this with your student. Have your student return this signed document to me. If at any time you have a question about this class or your student's progress, please contact me at 480-883-5113 or by email

[Thompson.enid@cusd80.com](mailto:Thompson.enid@cusd80.com)

**Thank you,**

**Dr. Enid Thompson  
Business & Marketing Educator**

**Parent/Guardian**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Phone Number:** \_\_\_\_\_