

Business Management and Administrative Services Syllabus

Dr. J. Ngo

Imagine, Believe, and Achieve

The **Business Management** instructional program prepares students to plan, organize, direct, and control the functions and processes of a firm or organization. Students who successfully complete the **Business Management** program's coherent sequence of instruction will develop an in-depth understanding of the business and financial management practices needed for large and small enterprises. The **Business Management** program includes instruction in management theory, project management, human resources management and behavior, Business Management, and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making. Throughout the **Business Management** instructional program, students learn and practice valuable real-world skills using industry standard office productivity software to manage business functions.

You are enrolled in BMAS. This is a class that will prepare you for a dual enrollment program with Northland Pioneer College. This course receives one credit.

Students will have the opportunity to work in the Alchesay Print Shop and have the experience of work-based learning in a business. Students will do inventory, designing, production, packaging, and delivery of the products.

Your cooperation with me and other people in this class is essential to your success in this class. This means respecting the rights of others when they ask a question or are working. I would like you to think about making your choices wisely and consider the consequences of your actions.

"Be on time."

Grading Scale:

A	90 – 100%	Excellent
B	80 – 89%	Above Average
C	70 – 79%	Average
D	60 – 69%	Below Average
F	<60%	Failing
P	Passing	
I	Incomplete	

Bring the following items to class every day:

Notebook or binder with paper
Pen or pencil
Planner

DO NOT bring in class:

Food
Drinks
Anything prohibited by the student handbook

Expectations on all of your assignments and work:

1. Give full attention to your work.
2. Remember to write your name, class period and date on all your assignments.
3. Do not write or draw anything unnecessary on your work.
4. Do your best work everyday.
5. Place all your work which is to be turned into the teacher in the wire basket provided.

I follow the policy of “NO NAME, NO GRADE”

“Do your best work.”

Tardiness:

All tardiness will be handled according to school policy. You should not be tardy to class as you have adequate time between classes. Use this time to get your materials for class and for bathroom breaks. There are no hall passes issued from this class, unless it is a dire emergency (i.e. vomiting or bleeding profusely). This is an edict from the principal.

“Be Respectful!”

Absences:

Any missed work should be made up as soon as possible. **You are responsible for asking make-up work from me when you return.** For everyday you are absent, you will miss two or more assignments. Make sure to ask for help from me or from your classmate. If a student is sick or goes to a school activity, the student is responsible to make-up the work that is missed during their absence.

Basic Classroom Rules:

- Be on time.
- Do your best work.
- Be respectful.
 - Peers.
 - School properties.
- Be teachable/ flexible
- Follow all school rules.
- Be seated immediately and ready to work on assignments for the period.
- Please do not bring out any electronic devices (cell phones, headphones, games, etc.). You will be asked to bring it to me for safekeeping.
- Keep the room clean.
- I do not tolerate offensive language, physical harm to others or disruptions in class.
- Follow proper dress code.
- No food or drinks in class

Basic classroom procedures:

- Get your work for the day by my desk.
- Listen attentively to the lecture and explanation about the work.
- Do your best work.
- Place all your work which is to be turned into the teacher in the wire basket provided. Make sure to turn in on the correct basket.
- Use your planner to write down assignments and any other important details, such as days missed and work turned in or makeup work.

- You are to remain in your seats until I dismiss the class at the end of the period. The bell does not dismiss the class. You do not dismiss the class.

Future Business Leaders of America (FBLA)

Over a quarter of a million high school and middle school students, college and university students, faculty, educators, administrators, and business professionals have chosen to be members of the premier business education association preparing students for careers in business. Juniors and seniors can join this club and attend the FLEX Conference every November.

State Assessment

The state test is a requirement to all seniors. Senior should pass the state test with 60%. By passing the test, they can be exempted in taking the final exam.

Important Non-Discrimination

Whiteriver Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans With Disabilities Act may be referred to Superintendent Office, 959 South Chief Avenue (PO Box 190), Whiteriver, Arizona 85941, (928) 358-5800, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Denver, Colorado 80204.

Lab time

The Business students are required to work and help in the Alchesay Print Shop for more than 51% of their time in class. The work-based learning will happen every Wednesday. They are required to help in making inventory, quotes, design and printing the products different customers require.

Dr. Johann Ngo
Business Teacher
928-358-5690 ext. 823

BMAS Curriculum Map

Business and Financial Management

Terminology and Concepts
Types of Businesses
Create Business Plan
Determine Potential Customers

Marketing

Terminology and Concepts
Create a Marketing Plan
Create Flier for Product or Service
NASCAR Project

General Management

Terminology and Concepts
Develop Management Objectives
Create Organization Chart

Personal Finance

Identity Theft/ Fraud
Credit Card and Debit Card
Credit Report and Scores
Financial Planning
Major Expenditures
Paychecks

Information Systems and Technology

Terminology and Concepts
Use Multimedia Software to Generate Presentation and Reports
Research Business Issues Using Electronic Mediums

Final Project

Create Your Own Business Plan
Happy Meal Project

Certificate of Proficiency in Entrepreneurship Fundamentals (24 credits)

BUS 100 Introduction to Business	3 credits
BUS 105 Techniques in Supervision	3 credits
BUS 110 Small Business Management	3 credits
BUS 106 Techniques of Personal Finance	3 credits
BUS 127 Microsoft Office Level 1	3 credits
BUS 220 Principles of Marketing	3 credits
BUS 210 Principles of Management	3 credits
BUS 203 Intro to Business Communication	3 credits

Fall Sophomore Year
BUS 100

Spring Sophomore Year
BUS 105

Fall Junior Year
BUS 220

Spring Junior Year
BUS 106
BUS 210

Fall Senior Year
BUS 127
BUS 110

Spring Senior Year
BUS 203



Student Name: _____

Period: _____

SIGNATURE PAGE

Please sign and return to your course teacher.

I have read and understand the contents of the BMAS syllabus. I promise to follow all the classroom rules and regulations in order to maintain a productive learning environment inside the classroom.

Student Signature

Date

Parent/Guardian Signature

Date