

<b>CTE COURSE TITLE</b>
BMA (Business Management Administration)
<b>TEACHER NAME &amp; CONTACT INFORMATION</b>
Russ Philip, CTE Instructor Work Phone: 269.695.8403 x. 20113 E-mail Address: rphilip@buchananschools.com
<b>COURSE DESCRIPTION</b>
This class will prepare students for the multimedia-rich workplace by teaching them multimedia concepts as well as business-standard software applications to complete projects and solve problems. The main focus of this course will be geared toward the Microsoft IT Academy certifications. Students will learn and master Microsoft Word, Excel, PowerPoint, Access, Publisher, and OneNote. Additionally, we will explore several other software applications both on the PC to enrich and increase the tools available for students to use in all of their classes.
<b>PREREQUISITES/HELPFUL SKILLS</b>
Basic computer knowledge needed. Communication skills are helpful.
<b>COURSE OBJECTIVES/COMPETENCIES/PROFICIENCIES</b>
<p><b>Course Objective:</b> This program will help to improve your technology skills, your presentation skills, teach online safety and security strategies, and help prepare you to adapt to the constantly changing technology. There are 6 major goals for this course:</p> <ol style="list-style-type: none"> <li>1. Creativity and Innovation - students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.</li> <li>2. Communication and Collaboration - use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.</li> <li>3. Research and Information Fluency - apply digital tools to gather, evaluate, and use information.</li> <li>4. Critical Thinking, Problem Solving, and Decision Making - use critical thinking skills to plan and conduct, research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.</li> <li>5. Digital Citizenship - understand human, cultural, and societal issues related to technology, and practice legal and ethical behavior.</li> <li>6. Technology Operations and Concepts - demonstrate a sound understanding of technology concepts, systems, and operations.</li> <li>7.</li> </ol>
<b>CTE COMPETENCY DELIVERY</b>
<p><b>Competency Delivery Model:</b> <a href="#">See the Syllabus Addendum for Competency Details</a>  <u>First Semester - A1-4, B1-12</u>  Information Technology and Application  Data Management and Administration  Business Planning and Entrepreneurship  Human Resources / Personnel Administration  Operations and Quality Management  Business Management and Leadership  Law, Ethics, and Government Regulations  <u>Second Semester - B13-19, C1-6</u>  International Business  Financial Analysis and Economics  Communications  Project Management</p>

## Career and Professional Development

### **CLASS EXPECTATIONS FOR A SUCCESSFUL YEAR**

All assignments must be completed during the class period. All books must stay in the classroom (textbooks may not be taken home).  
Absolutely no food, drinks, or gum allowed in the classroom.  
Textbooks remain in the classroom and therefore Quizzes and Tests must be completed on the day they are assigned.  
NO CELL PHONES

Students are expected to follow all district and building policies in addition to classroom policies. Course content and required assignments will be delivered in the classroom, the lab, or at work-based learning sites. If and when that is not possible due to any reason, students will continue to complete coursework remotely. Course content and required assignments will be delivered to students via one or more of the following: a virtual learning platform, Google classroom, text message, email, or printed materials. Completed work during remote learning will be submitted for a grade. Virtual learning is an expected part of this program and students will be expected to attend and participate.

### **GRADING PROCEDURES/ASSESSMENTS/SCALE**

All grades earned are cumulative for the term. The grading scale will be as follows

90-100	A
80-89	B
70-79	C
60-69	D

The weighting of grades will be as follows:

Final	20%
Projects	20%
Daily Work	60%

Grades will be updated in PowerSchool weekly. Late work will be entered after all current assignments have been graded. Be sure to follow each assignment rubric as there are many important details you will be held accountable to.

#### **Late Work:**

Assignments that are not submitted on time will only be eligible for 90% credit. Students will be able to submit late work throughout the semester. The last day to submit late assignments will be 1 week BEFORE the end of the semester. No assignments will be accepted past that point for any credit. You may retake a test 1 time if you have demonstrated that you have put forth additional effort into studying for that test. For example, you must complete a chapter review or a review sheet prior to retesting. Students that do not provide evidence of additional test prep will not be allowed to retake a test until evidence is provided. Certification tests are NOT eligible for retakes as they cost \$100 for each certification. Final exams are also not eligible for retakes. It is your responsibility to schedule a time to make up your test.

#### **Cheating Policy:**

Cheating or plagiarism will result in a zero on that assignment or test.

### **STUDENT HANDBOOK**

Buchanan student handbook will be followed regarding student disciplinary issues.

### **STUDENT ORGANIZATION AND COMMUNITY SERVICE PARTICIPATION**

Students can join the Cyber Seniors program and help support local senior citizens with all of their IT needs. Students will develop leadership skills, communication, public speaking, and teamwork abilities. In addition, they will have the opportunity to plan and participate in the visits to the Senior Center each month.

#### **CERTIFICATIONS/CREDENTIALS**

Students can earn multiple credentials in this course at no cost to the student. Microsoft Office Specialist (MOS) Word, MOS-PowerPoint, MOS-Excel are all industry recognized certifications that make one marketable and that employers value. The Michigan Department of Education and employers have determined these skills and concepts essential for entry-level employment. This course is aligned with the Career and Technical standards for Business Management and Administration (52.0299).

#### **COLLEGE CREDITS & ARTICULATION**

For those students who qualify, college credits may be available in various forms through our postsecondary partners throughout the state. Please see our CTE director for more information.

#### **WORKBASED LEARNING EXPERIENCES**

Students will explore careers and have multiple opportunities to connect their educational decisions to career options. Career awareness, exploration, preparation, and training may include field trips, guest speakers, job shadows, and job placements as part of this course.

**I have reviewed these expectations with my student. Should there be an issue with my child, I encourage the teacher to contact me as soon as possible. I am including my current email and phone number.**

**Student's Name Printed:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Parent's Name Printed:** \_\_\_\_\_

**Parent's Email:** \_\_\_\_\_

**Parent's Phone Number:** \_\_\_\_\_

*Please keep all pages of this syllabus for your records accept for the signature page and return the signature page only by September 15th, 2024.*