

**Southeastern School**  
**Business Management and Administration Department**  
**Business Administrative Services Program**  
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## Business Essentials

### **Course Description**

Business Essentials provides an overview of business skills required for today's business world. The course includes types of business ownership, laws and regulations, principles of business management, and analysis of business practices in light of ethical and social responsibilities. Emphasis is placed on skills needed for success in the workplace, managing resources to achieve company goals, and the impact of financial decisions on a business.

No prerequisite is required for this course.

### **Program/Instructional Delivery Plan**

All course information and coursework are detailed in the Schoology Learning Management System which students can access once enrolled in the course. Other online applications will be utilized to ensure content delivery.

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| <p><b><u>Assessment Procedures</u></b></p> <p>Students will be assessed at the completion of each unit in one or more of the following ways:</p> <ul style="list-style-type: none"> <li>• Teacher Observations</li> <li>• Performance Tasks</li> <li>• Objective Tests</li> <li>• Checklists</li> <li>• Rubrics</li> <li>• Online Activities</li> <li>• Scenarios/Case Studies</li> <li>• Oral Presentations</li> <li>• Research Reports/Projects</li> <li>• Portfolios</li> <li>• Certification Exams</li> <li>• Safety Tests</li> <li>• Simulations</li> </ul> | <p><b><u>Grading Scale</u></b></p> <p>A 90-100<br/> B 80-89<br/> C 70-79<br/> D 60-69<br/> F 59 or below</p> <p><b><u>Grading Policy</u></b></p> <p>Grades are based on a points system. Typically, assessments and projects will be worth up to 200 points; classwork, quizzes and homework will be worth up to 100 points.</p> |
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### **Required Reading**

Students will complete a book study of *"The 7 Habits of Highly Effective Teens"* by Sean Covey to enhance course content and instruction.

## **Course Goals**

Each foundational and content standard completes the stem “Students will ...”

### **Foundational Standards Unit**

1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.
2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.
3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.
4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.
5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.
6. Discuss and demonstrate ways to value diversity.

### **Budgeting and Finance Unit**

1. Create and maintain complete, accurate, and necessary financial records including cash flow statements, balance sheets, income statements, and check registers.
2. Evaluate various types of business budgeting methods and design a plan for money management.

### **Business Concepts Unit**

3. Define and describe basic business concepts and how they are applied to business activities.
4. Identify conflict management strategies to resolve workplace conflict.
5. Compare advantages and disadvantages of different configurations of businesses, including sole proprietorships, partnerships, corporations, franchises, and cooperatives.
6. Classify various businesses according to whether they market goods, provide services, or a combination of the two.
7. Explain the importance of developing and organizing a successful business plan.

### **Business Management Unit**

8. Explain the importance of organizational skills needed to manage business operations and maintain an orderly flow of work.

### **Entrepreneurship Unit**

9. Describe characteristics and actions of the successful entrepreneur.

### **Ethics Unit**

10. Discuss the ethical responsibilities of consumers and businesses in commerce.

### **International Business Unit**

11. Describe the impact of international business activities on the local, state, and national economies.

### **Legal Issues Unit**

12. Identify and discuss legal issues related to government regulation of commerce and the potential effect of these legal issues on consumers.
13. Describe types of crimes committed against businesses.

### Management Unit

14. Describe the primary functions of management, ways of implementing them, and their integration within the business environment.
15. Explain how effective decision-making skills can influence business decisions in a variety of areas.
16. Interpret research results to determine factors and trends affecting recruiting, training, and retention of employees in the workplace.

### Marketing Unit

17. Explain marketing concepts and functions.

### Risk Management Unit

18. Determine risks involved in operating a business, and identify various risk protection strategies available to companies.

### Career and Technical Student Organization Integration

Career and technical student organizations (CTSOs) are integral, cocurricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth.

Future Business Leaders of America (FBLA) is the CTSO for this course.

FBLA dues are included in the \$25 Computer Lab Fee for the school year.

### Embedded Numeracy/Literacy/Science Anchor Assignment

Students will complete an anchor assignment which demonstrates the integration of technical reading and writing, mathematics and mathematic vocabulary, and science concepts and science vocabulary appropriate to the program area.

### **BMA Anchor Assignment – 200 points**

Students will **research** 3 specific STEM-related business careers (Accountants, Auditors, and Operations Research Analysts) to **compare and contrast** wages and employment trends. Students will prepare a formal **summary** of their research findings in an **MLA format essay** which includes **tables, charts, and graphs** to support their findings of the **median hourly wages** and **median annual wages**. Students will also compare and contrast the various knowledge, skills, abilities, personality, technology, and educational and credentialing requirements to be successful in those careers.

- **Numeracy** – integration of mathematics and mathematical vocabulary by utilizing critical thinking to make sense of problems and present median wages using tables and charts
- **Literacy** – integration of technical reading and writing skills by communicating clearly and effectively while presenting data in an MLA format essay
- **Science** – integration of science concepts and science vocabulary by employing valid and reliable research strategies while also using technology to enhance productivity

### Available Industry Recognized Credentials Offered

Students will have the opportunity to demonstrate the skills needed to get the most out of Microsoft Office 2019 by earning a Microsoft Office Specialist certification in a specific Office program.

MOS certification is offered for Word, Excel, PowerPoint, Access, and Outlook.