# DUNCAN HIGH SCHOOL CAREER & TECHNICAL EDUCATION (CTE)

# Business Management I, II, and III (BMAS)

2021-2022 Class Syllabus

***CTE VISION***

OUR VISION AS CAREER AND TECHNICAL EDUCATION EDUCATORS IS TO DEVELOP STUDENTS OF HIGH MORAL CHARACTER WITH STRONG WORK ETHIC. WE WILL HELP PREPARE STUDENTS FOR COLLEGE OR CAREER SUCCESS BY PROVIDING PRACTICAL KNOWLEDGE AND LIFE SKILLS.

***CTE MISSION***

AS CAREER AND TECHNICAL EDUCATION EDUCATORS, WE WILL PROVIDE A HANDS-ON LEARNING ENVIRONMENT THAT WILL PREPARE STUDENTS FOR POST-SECONDARY EDUCATION AND/OR CAREER SUCCESS.

As your instructor, there are six major objectives I will strive to accomplish for students taking CTE business related programs:

* Develop students of high moral character
* Develop a strong work ethic
* Prepare students with PROFESSIONAL SKILLS needed to be career ready
* Prepare students for a career or post-secondary education
* Provide practical knowledge and skill for all areas of life
* Work constructively together as a team

**WE WILL WORK HARD AND PLAY HARD!!**

**Course Description**

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, accounting 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.

The Business Management instructional program is designed to prepare students for postsecondary education and/or entry-level employment and/or to successfully earn the following industry validated credentials: Microsoft Office Specialist certification, QuickBooks Certified User certification, NAFTrack certification, and others.

The Business Management instructional program is designed and delivered as a coherent sequence of school-based and work based supervised learning. Business Management students develop leadership, social, civic, and career skills through participation in the state recognized Career and Technical Student Organization FBLA (Future Business Leaders of America.)

**Business Management Primary Objectives (ADE State Standards)**

* **1.0 DEMONSTRATE PERSONAL FINANCE PRACTICES**
* **2.0 DEMONSTRATE BUSINESS & FINANCIAL MANAGEMENT PRACTICES NEEDED FOR AN**

**ENTERPRISE**

* **3.0 DEMONSTRATE MARKETING CONCEPTS**
* **4.0 DEMONSTRATE GENERAL MANAGEMENT PRACTICS**
* **5.0 DEOMONSTRATE HUMAN RESOURCE MANAGEMENT FUNCTIONS**
* **6.0 PERFORM PROJECT MANAGEMENT FUNCTIONS**
* **7.0 USE ACCOUNTING INFORMATION AND FINANCIAL ANALYSES TO MAKE BUSINESS**

**DECISIONS**

* **8.0 USE COMPUTERIZED INFORMATION SYSTEMS AND TECHNOLOGY**

***ARIZONA CTE PROFESSIONAL SKILLS***

* **1.0 COMPLEX COMMUNICATION**
* **2.0 COLLABORATION**
* **3.0 THINKING AND INNOVATION.**
* **4.0 PROFESSIONALISM**
* **5.0 INITIATIVE AND SELF-DIRECTION**
* **6.0 INTERGENERATIONAL AND CROSS-CULTURAL COMPETENCE**
* **7.0 ORGANIZATIONAL CULTURE**
* **8.0 LEGAL AND ETHICAL PRACTICES**
* **9.0 FINANCIAL PRACTICES**

**Students are also required to complete one community service project per year. If you are unable to participate when we do our designated community service project, you must complete one on your own and have signed documentation from a person in charge.**

**\*\*ALL SECOND YEAR BMAS STUDENTS ARE REQUIRED TO TAKE AN END OF PROGRAM CTE STATE TEST. THIS TEST WILL BE YOUR FINAL IF YOU PASS. YOU MUST PAST WITH A 70% OR BETTER.\*\***

**\*\*\*ALL SECOND YEAR BMAS STUDENTS ARE REQUIRED TO PARTICIPATE AN END OF PROGRAM INDUSTRY CERTIFICATION TEST IN MICROSOFT WORD, EXCEL AND/OR POWERPOINT \*\*\***

55% of class instruction will be lab based.

**Students are required to participate in work-based learning. Students will work in the student store. Students will be scheduled a time to work as well as helping with restocking and keeping track of inventory. Students will handle the money and deposits to the financial clerk. Students will be responsible for running the student store as they own the business and will do all filing and complete any responsibilities necessary.**