# Career and Technical Education (CTE)

# Business Office Systems (BOSAS)

Duncan High School

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 workplace employability skills (WES)
* Prepare students for 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**

This course will introduce students into the world of business operations & assistant services.. This course will examine procedures used to assist with the day to day operations of operating a business. Students will learn and demonstrate technological literacy (word, excel, PowerPoint, access, e-mail & navigating the internet) that is used in everyday office operations. They will study and understand the functions and responsibilities of an assistant. They will learn to establish procedures for managing office records; plan and participate in business meetings, both face to face and virtual. They will learn how to prepare travel arrangements, use the telephone and email to communicate professionally. They will learn the importance of maintaining office records and reports and manage day to day cash and banking procedures. We will examine the need for good ethical behavior in the workplace and practice problem solving skills used in the office environment. The course also teaches proper communication techniques and leadership development necessary to succeed in today's contemporary business environment. Hands-on business simulations and various guest speakers will provide students with real-world experiences. Class-integrated Student Organization FBLA (Future Business Leaders of America) is a part of course activities.

**OVER PLEASE**

**Objectives (ADE State Standards)**

* 1.0 APPLY WORD PROCESSING SOFTWARE TO PRODUCE DOCUMENTS
* 2.0 COMPOSE DOCUMENTS FOR PRESENTATION
* 3.0 USE SPREADSHEET SOFTWARE TO PRODUCE DOCUMENTS
* 4.0 APPLY COMMUNICATION, COLLABORATION, AND EMAIL SKILLS
* 5.0 USE DATABASE SOFTWARE TO PRODUCE DOCUMENTS
* 6.0 DEMONSTRATE AND UNDERSTANDING OF THE FUNCTIONS AND RESPONSIBILITIES OF A BUSINESS ASSISTANT
* 7.0 ESTABLISH AND FOLLOW PROCEDURES TO MANAGE RECORDS
* 8.0 PLAN AND PARTICIPATE IN FACE-TO-FACT AND VIRTUAL MEETINGS
* 9.0 PREPARE TRAVEL ARRANGEMENTS
* 10.0 DEMONSTRATE TELEPHONE SKILLS TO COMMUNICATE EFFECTIVELY
* 11.0 MAINTAIN RECORDS AND REPORTS TO MANAGE CASH AND BANKING PROCEDURES
* 12.0 DEMONSTRATE PROFICIENCY NAVIGATING THE INTERNET
* 13.0 DEMONSTRATE KNOWLEDGE OF THE NEED FOR ETHICAL BEHAVIOR IN THE WORKPLACE

***Workplace* Employability Skills (WES) {ADE/CTE State Standards}**

* **1.0 COMPLEX COMMUNICATION:** Employs complex communication skills in a manner that adds to organizational productivity.
* **2.0 COLLABORATION:** Collaborates, in person and virtually, to complete tasks aimed at organizational goals.
* **3.0 THINKING AND INNOVATION:** Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions**.**
* **4.0 PROFESSIONALISM:** Conducts oneself in a professional manner appropriate to organizational Expectations.
* **5.0 INITIATIVE AND SELF-DIRECTION:** Exercises initiative and self-direction in the workplace.
* **6.0 INTERGENERATIONAL AND CROSS-CULTURAL COMPETENCE**: Interacts effectively with different cultures and generations to achieve organizational mission, goals and objectives.
* **7.0 ORGANIZATIONAL CULTURE:** Functions effectively within an organizational culture.
* **8.0 LEGAL AND ETHICAL PRACTICES:** Observes laws, rules and ethical practices in the workplace.
* **9.0 FINANCIAL PRACTICES:** Applies knowledge of finances for the profitability and viability of the organization.

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

**\*\*ALL SECOND YEAR BOSAS 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 BOSAS STUDENTS ARE REQUIRED TO PASS AN END OF PROGRAM INDUSTRY CERTIFICATION TEST IN WORD, EXCEL, POWERPOINT OR ACCESS\*\*\***

**75% 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.**