



BUSINESS ESSENTIALS SYLLABUS
Course Number: 12002G1002
Business Management and Administration Program
2022-23



Escambia Career Readiness Center
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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.

Prerequisite

None

Fee

\$30.00 (this includes FBLA registration)

Goals

Acquire specific skills needed for success in the workplace, managing resources to achieve company goals, and the impact of financial decisions on a business.

Essential Questions

- Will this course help prepare me for a job?
- Will this course help prepare me for college?
- What career opportunities will this course prepare me for?

Foundational Standards

1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; and maintaining a safe work area.
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 to increase the knowledge and skills and to enhance leadership and teamwork.
6. Discuss and demonstrate ways to value diversity.

Course Outline

Business Communication – 1st Year Students

Source: FBLA Format Guide

Microsoft Excel Associate 2019 e-book, Microsoft Imagine Academy text

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.
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.
8. Explain the importance of organizational skills needed to manage business operations and maintain an orderly flow of work.
9. Describe characteristics and actions of the successful entrepreneur.
10. Discuss the ethical responsibilities of consumers and businesses in commerce.
11. Describe the impact of international business activities on the local, state, and national economies.
12. Identify and discuss legal issues related to government regulation of commerce and the potential legal issues on consumers.
13. Describe types of crimes committed against businesses.
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.
17. Explain marketing concepts and functions.
18. Determine risks involved in operating a business, and identify various risk protection strategies available to companies.

Culminating Products

Upon completion of this course, each student will:

- Research job search strategies and sources for job placement.
- Create an employment portfolio.
- Describe and demonstrate the application and interview process for employment.



Assessment Procedures

Most assignments will be submitted via Schoology. Assignments will be graded objectively for completeness and correctness. Presentations and objective projects will be graded according to an assignment rubric. All quizzes will be administered via Schoology.

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

Career Tech Student Organization

All students in the Business Management and Administration Program will be invited to join Future Business Leaders of America.

Student Industry Credential

In this class, students will work on completing the Microsoft Office Specialist Certification in Microsoft Word 2019 and PowerPoint 2019. Receiving two MOS Certifications complete the credential for the BMA program.

Classroom Rules

1. **Be sure and write your user names and passwords for all accounts in your pocket folder.** Be organized.
2. We will have **break** in the classroom. Do not spill anything near the equipment. Throw your trash away before you leave.
3. Conduct in the classroom should resemble the office environment. Use good posture, correct grammar and proper etiquette. Treat all with respect.
4. When you are absent, **check Schoology** daily.
5. Assignments turned in **late** will accumulate a 10-point deduction.
6. The Internet will be used only as instructed to complete given assignments.
7. The use of **cell phones** and **head phones** is prohibited in class. (**Code of Student Conduct**)
8. Social media sites such as **Facebook** are prohibited in class.



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Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____