

**\*\*PLEASE REVIEW THE DISTRICT POLICIES IN  
STUDENT HANDBOOK\*\*-**

We have received and read the rules and expectations of room 204 Business, Management and Administration. We agree to support and abide by the rules and expectations including district policies.

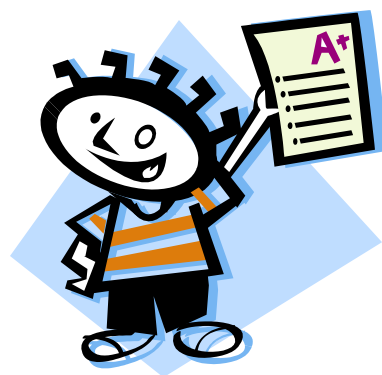
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Parent/Guardian Signature

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Student Signature

**There is an extended PowerPoint version of the  
syllabus in Edmodo**  
**~All rules and guidelines are subject to change at the  
teacher's discretion.**



**Rules/Expectations**

**Rules for Classroom Behavior**

- Students must know and follow all rules in the student handbook in addition to classroom rules mandated by the teacher.
- Be in your assigned seat and prepared to work when the final bell rings.
- Follow directions the first time given.
- No arguing/fighting in class.
- Abstain from eating, drinking, and grooming during class.
- No Electronic devices.
- Respect the rights and property of others.
- Be courteous to your teacher and your classmates.
- Clean your workstation before departure
- Bring materials and have them ready.
- Do not interrupt other students' learning.
- No vandalism. Don't write or carve on your desk or school property.
- Treat computers with care.
- HAVE FUN!

**Consequences for Disruptive Behavior**

**1<sup>st</sup> Offense:** A verbal warning will be given when a minor classroom or school rule is broken, unless the discipline code calls for a referral.

**2<sup>nd</sup> Offense:** A 2<sup>nd</sup> verbal warning and a telephone call to the parent/ guardian.

**3<sup>rd</sup> Offense:** A written referral to ISS/Behavior Specialist and a call home. If a conference is necessary, it will be scheduled through me (Mrs. Moore) or behavioral team.

**4<sup>th</sup> Offense:** A written referral to the main office or Behavioral Specialist.

**Policy for Severe Behavior:**

Severely disruptive behavior such as repeated disruptions, fighting, cursing, physical assault, or verbal abuse of the teacher will result in an immediate referral.



**Career and Technical Education**

**BMA-1**

**Business, Management and Administration**

Instructor: Mrs. J. Moore

School: Carman-Ainsworth High School

Room: 204

Phone: 810-591-5572

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**Course Description:**

This course offers an overview of business principles and leading-edge practices that examine in-depth the major issues in owning a business and that which will shape the future of business: entrepreneurship, small business management, business ethics, economics, financial market, customer satisfaction, quality, career development, global business and the impact in technology.

**Course objective:**

To provide students with the knowledge of 21 century business operations as well as the skills needed to own and operate businesses.

**Course Content:**

Provides complete instruction in business concepts and skills with major business concepts in the areas of Finance, Marketing, Operations, and Management. Students will gain valuable information and skills for the workplace, as well as preparation for success in competitive events.

Introduction to Business/Entrepreneur Curriculum

Unit 1: Business in the Global Economic Environment

- Chapter 1: Economic Decisions and Systems
- Chapter 2: Economic Activity
- Chapter 3: Business in the Global Economy
- Chapter 4: Social Responsibility of Business and Government

Unit 2: Business Organization and Management

- Chapter 5: Business Organization
- Chapter 6: Entrepreneurship and Small Business Management
- Chapter 7: Management and Leadership
- Chapter 8: Human resources, Culture, and Diversity
- Chapter 9: Career Planning and Development

Unit 3: Business Operations and Technology

- Chapter 10: Marketing
- Chapter 11: Business and Technology
- Chapter 12: Financial Management
- Chapter 13: Production and Business Operations
- Chapter 14: Risk Management

Unit 4: Personal Financial Management

Textbook/Instructional Materials

- Text: Principles of Business, 2017 (9e) . South-Western, Cengage Learning (Burrow, Kleindl and Everard)
- Student Activities Guide Work Book: Business Principles and Management, 2017. South-Western, Cengage Learning: (Burrow, Kleindl and Everard)

Grading Policy

- Final Exam will count for 20% of your final grade.
- If you reach your 12th absence you will be placed on a contract. If you do not abide by the contract you will be placed on Pass /Fail, and must pass the final exam with a 78% or better.
- If you’re in class and decide not to do your assignment. You will not be allowed to turn it in later.

- Late assignments will be marked down 20%
- Students may redo any assignments, test, and quizzes, but only once. Students will have 24 hours to redo an assignment from the day the graded assignments are returned to them. Test and Quizzes will be schedule for Thursday’s. (This does not include the Final Exam.)
- All assignments, readings and notes will be posted daily to Edmodo.com; so if you’re absent you are expected to keep-up using the Edmodo site. (Edmodo is a smartphone App)
- You are responsible for retrieving your missing assignments and making up test/quizzes, NO EXCUSES OR EXCEPTIONS!!!
- If you are failing the course or in danger of failing a letter will be sent to your parents.
- 5 Participation points awarded daily (25pts week)
- Course Rubric (Located in “Edmodo” under the tab “Folder”)
- Please make sure you have “Student View” I will not waste class time showing grades during class; however, I do provide progress reports twice a marking period. (I select when provided)
- Project Due Dates: Will not Change (on-time) NO EXCEPTIONS!

Grading

I will use the traditional point system to determine grades. Each assignment will be given a point value and what is earned will be calculated using a percent. The letter grades will be assigned as follows:

Academic Integrity

As stated in the Student Code of Conduct, the school may discipline a student for academic dishonesty which is

A	93-100	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	Fail	59 or Below

defined as any activity that tends to undermine the academic integrity of the school. Academic dishonesty includes, but is not limited to: cheating, fabrication, interference, plagiarism, etc. Definitions, procedures, and sanctions for these violations may be found in the Student Code of conduct.

Students that are caught cheating off each other will receive a “Zero” NO EXCEPTIONS. Server cheating (“hacking” into another student computer and taking their work) will be written up.

NOCTI/CATEMA

NOCTI is an exam that all CTE (Career Technical and Education) students take at the end of the school year. Students that pass the exam with a 70% or better will be exempt from their BMA final exam.

CATEMA system is an online student registration and tracking program. Career and Technology, Course Articulation, or any other educational programs can track their schools, teachers, students, courses, and credits.

Students that complete CTE programs with an 80% or better, can earn college credit called articulation credit at several Colleges/Univeristies throughout Genesee County (Mott, Baker, Davenport and U of M-Flint). Visit our website at: <https://www.carman.k12.mi.us/Page/4824> and <https://www.carman.k12.mi.us/Page/5747>

Final Notes: Professional Dress will start 2nd Semester. All BMA students in room 204 are expected to Dress Professionally on the last Tuesday of every month. Students will earn 20% of their current grade.

Students are expected to have a note book for notes and other materials.