

Business Administration Syllabus

Instructor: Russell Philip
Work Phone: 269.695.8403 x. 20113
Best Contact Time: After 6:30 am and Before 8:00 pm
E-mail Address: rphilip@buchananschools.com
Course Textbooks: Microsoft IT Academy (Online)
Microsoft Office Professional 2013 Step by Step by Meltotn, Dodge,
Swinford, Couch, Legault, Schoor,& Rusen

Course Description:

This class will prepare students for the multimedia-rich workplace by teaching them multimedia concepts as well as business-standard software applications to complete projects and solve problems. The main focus of this course will be geared toward the Microsoft IT Academy certifications. Students will learn and master Microsoft Word, Excel, PowerPoint, Access, Publisher, and OneNote. Additionally, we will explore several other software applications both on the PC and on the iPads to enrich and increase the tools available for students to use in all of their classes.

Course Objective:

This program will help to improve your technology skills, your presentation skills, teach online safety and security strategies, and help prepare you to adapt to the constantly changing technology. There are 6 major goals for this course:

1. Creativity and Innovation - students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
2. Communication and Collaboration - use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
3. Research and Information Fluency - apply digital tools to gather, evaluate, and use information.
4. Critical Thinking, Problem Solving, and Decision Making - use critical thinking skills to plan and conduct, research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.
5. Digital Citizenship - understand human, cultural, and societal issues related to technology, and practice legal and ethical behavior.
6. Technology Operations and Concepts - demonstrate a sound understanding of technology concepts, systems, and operations.

Instructional Philosophy:

Coursework will be completed using a combination of methods. We will learn through lecture and discussion, group work, workbooks, independent projects, and online activities. We will also be using a lot of hands on learning to practice skills discussed in class. Students are expected to participate in all methods of learning in order to get the most out of class.

Segment Delivery Model:

First Semester -

2. Information Technology and Application
3. Data Management and Administration
4. Business Planning and Entrepreneurship
5. Human Resources / Personnel Administration
6. Operations and Quality Management
9. Business Management and Leadership
10. Law, Ethics, and Government Regulations

Second Semester -

1. International Business
7. Financial Analysis and Economics
8. Communications
11. Project Management
12. Career and Professional Development

Student Assessment:

Students will be evaluated in a variety of ways in order to encourage all styles of learning.

Tests / Certifications

Quizzes

Class Activities

Portfolios

Resumes

Presentations

Community Connection Project

Daily Procedures:

All assignments must be completed during the class period. All books must stay in the classroom (textbooks may not be taken home).

Absolutely no food, drinks, or gum allowed in the classroom.

Textbooks remain in the classroom and therefore Quizzes and Tests must be completed on the day they are assigned.

NO CELL PHONES

Grading Expectations:

All grades earned are cumulative for the term. The grading scale will be as follows

90-100	A
80-89	B
70-79	C
60-69	D

The weighting of grades will be as follows:

Final 20%

Projects 10%
Tests/Quizzes 20%
Daily Work 50%

Late Work:

When making up assignments you have ONE week to make up that assignment. Assignments after one week will only be eligible to receive 75% credit of the grade the assignment earned. If your absence is unexcused, you will receive no credit for the assignment. For tests, you have ONE school day for each day missed to make up the test. Failure to make up work goes into the grade into the grade book as 0%. It is your responsibility to schedule a time to make up your test.

Cheating Policy:

Cheating or plagiarism will result in a zero on that assignment or test. Remember using someone else's work is cheating and there is a NO TOLERANCE policy for cheating.

**Please feel free to contact me via e-mail or phone with any questions or concerns you have.