

# Business Administration



## Contact Me

[kgreener@eupschools.org](mailto:kgreener@eupschools.org)  
906.635.3839, ext. 5924

## Course Description

Business Administration is a year-long course that focuses on key business skills and concepts. Students gain essential skills in Microsoft Office (a required skill of all employers!). Upon successful completion of the course, students will obtain a Career Center Certificate, industry certifications, and college credit (at various colleges/universities).

## Required Materials

Pen or Pencil | Positive Attitude

## Learning System



We use Microsoft Teams for all assignments and class information. Students should check daily.

## Expectations & Policies

Be responsible	Be safe	Use technology wisely
Be respectful	Be ready to learn	Sign in & out of the classroom

### Cell Phones



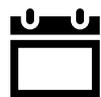
Must be placed in the appropriate cell phone holder. They are not to be used during class.

### Headphones



May only be used during independent work time and must be connected to computer. Must not be used when the teacher/speaker is talking. Permission must be given to use.

### Absences / Tardies



Absences and tardies will be reflected in the employability grade. A student is responsible for being in class and on time. If a student is absent, they are expected to check what was missed on Teams while they were out. Late work

## Business Competencies Covered

- 1 Communication
- 2 Career Readiness & Professionalism
- 3 Information Technology
- 4 Business Management and Leadership
- 5 Entrepreneurship & Business Planning
- 6 Laws, Ethics, & Regulations
- 7 Operations & HR Management
- 8 Financial Management

## Industry Credentials



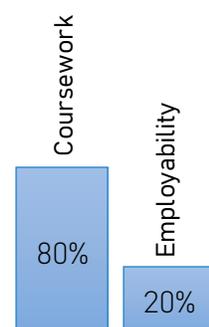
Microsoft Office  
(Word, Word Expert, Excel, Excel Expert, PowerPoint, Outlook, and Access)

Communication Skills for Business  
Entrepreneurship and Small Business

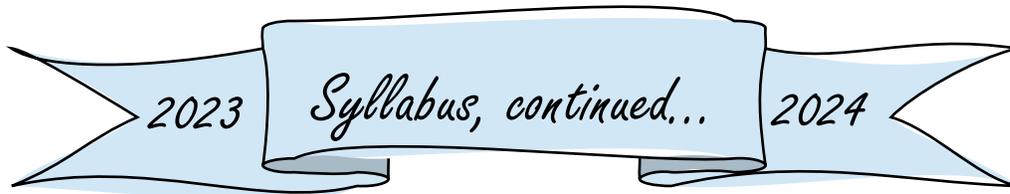
*Be sure to sign the consent form to take the certification exams!*

## Grading & Scale

A 100-93	C 73-76
A- 90-92	C- 70-72
B+ 87-89	D+ 67-29
B 83-86	D 63-66
B- 80-82	D- 60-62
C+ 77-79	E 0-59



# Business Administration



## Class Setup

### 1<sup>st</sup> Year Students

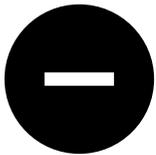
Cover required 8 core business competencies, primarily teacher-lead

### Returning Students (or 2 hour)

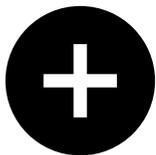
Complete Microsoft and industry certifications and independent projects, *primarily self-paced*

## Employability Skills

Traits and transferable skills that are required by all employers including positive attitude, appearance, work habits, etc.



Tardy/Late  
Unexcused Absence  
Unprepared  
Off task  
Inappropriate behavior  
Leaving without permission



Professional Dress  
Teacher Observation  
Outstanding Workmanship

## Resources Used

Certiport | GMetrix | Budget Challenge  
Career Safe | Business Management  
15e Text | Knowledge Matters |  
Jasperactive

## Office Hours

I'm available 7:45-8:00 a.m. and until 3:15 p.m. daily. Please feel free to schedule a time outside of office hours if you need additional help.

## Business Professional of America



Participation is encouraged for all students in business classes. Competitive and networking opportunities regional, statewide, and nationally. **Fantastic resume-builder!**

## Classroom Contributions

Our classroom will be treated as a work environment. Collaboration, teamwork, and interaction with peers/colleagues is encouraged and expected.



Display effort and excellence



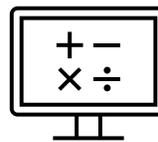
Freedom of choice, but not freedom of consequences

## Credit Agreements



Successful completion of Business Administration earns college credit at various colleges and universities. Free college credits saving tons of \$\$\$!

## Senior Math / Visual Arts Credit



Successful completion of Business Administration during senior year will satisfy the 4<sup>th</sup> year math credit. Business Administration is also an applied/visual arts credit.

## Work-Based Learning



Field trips, guest speakers, mock interviews, and job shadowing opportunities are available. Parents are encouraged to participate and be involved.

*Every career, in every career pathway, requires knowledge of business concepts.*

# Business Administration



Parent/Guardian Signature .....

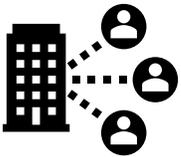
Parent/Guardian Name .....

Student Signature .....

Student Name .....

Date .....

## Work-Based Learning & Parent Participation



Work-based learning is an integral part of career-technical education. I encourage all parents/guardians to participate in our hands-on learning experiences by coming in as a guest speaker, providing work-based learning opportunities, allowing students to job shadow, etc. If you (or someone you know) is interesting in supporting work-based learning within the area of Business Administration, Management, and Operations, please let me know below. I will reach out with more information. I am looking forward to collaborating with you to make sure our students are career-ready!

**Yes, I'm interested. Here's my contact info and details.**

**Email** .....

**Phone** .....

**Workplace** .....

**Job Title / Area of Expertise** .....

**No, I'm not interested. Have a great year!**

*Every career, in every career pathway, requires knowledge of business concepts.*