

BUSINESS OFFICE SYSTEMS COURSE SYLLABUS

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COURSE DESCRIPTION: Business Office Systems is a career-focused instructional program that connects business, industry and education for the purpose of enriching the learning process. Students will learn the technological skills and fundamental management principles necessary for business professionals in today's global market.

INSTRUCTIONAL PHILOSOPHY: Business Office Systems is a career pathway that enables students to choose courses and experiences that will help them to achieve their career goals. This course is designed for the purpose of helping students learn the skills necessary for lifelong educational skills and knowledge. In addition to these skills, students should develop positive attitudes, excellent work-habits, appropriate leadership skills, ethical decision-making abilities and critical thinking skills. Classroom activities will include: financial literacy projects, power-point presentations, business simulations, internet research projects, critical thinking activities, decision-making activities, and software focus. Major projects would encompass competitive events and senior project. These activities would involve individual and group assignments. Assessment methods include: simulations, practice sets, homework assignment, quizzes, tests, and projects.

COURSE GOALS:

1. Develop an appreciation for ethical decision-making skills and critical thinking skills through problem-solving techniques.
2. Provide students with a good understanding of a free enterprise economy and the role entrepreneurship.
3. Develop the ability to skillfully handle a wide range of financial literacy tasks in order to prepare students for advancing their education in the business management curriculum.

4. Develop occupational competency as well as basic human relation skills in order to make a positive contribution in the business world and in society.
5. Develop competency in the area of skillful operation of the computer, the electronic calculator as well as other business machines.
6. Provide a seamless educational path, including early career-exploration, starting in secondary school and leading to an associate degree with expanded and enhanced competencies beyond current secondary school and associate degree programs.
7. Enable every student to be prepared for further learning and productive employment in our modern economy.
8. Encourage students to discover and explore their own interests and aptitudes.

MAJOR COURSE ASSIGNMENTS AND PROJECTS:

The students will utilize the following curriculum content throughout the school year: financial literacy, business management, accounting, computerized banking, automated accounting, word processing, spreadsheet, electronic calculator, business simulations, and various relevant workbooks.

Students will compete in Business Professionals of America's Regional, State, and National Competitive events in the following areas: Finance, Fundamental Accounting, Advanced Accounting, Computerized Accounting, Banking & Finance, Payroll Accounting, Financial Analyst Team, Spreadsheet Application, Interview Skills, Extemporaneous Speech, Prepared Speech, Presentation Management Team, Small Business Management Team, Global Marketing Team and any other area chosen by the student..

These functions highlight and recognize the exemplary achievements of Business Office Systems' students throughout Ohio. Teamwork builds awareness and support with key groups in business, industry and labor.

Senior Business Office Systems' students will participate in the Job Shadow Program and Senior Research Project which are requirements for graduation.

The Business Office Systems' Program enables students to experience the work place environment and expectations necessary for a successful career.

ASSESSMENT PLAN:

25%	Homework
25%	Quizzes
25%	Computer
25%	Exams

Formative evaluations are made from daily assignments, laboratory performance, time-management logs and written quizzes and tests. This is also accomplished through observations and oral questions. In addition, students are evaluated on ability to demonstrate desirable management traits (attendance, punctuality, ethics, initiative, human relations, attitudes, etc.)

Students receive constant feedback concerning their performance. Instructor provides written and oral critiques of all work completed by the students. Students also receive computer-generated printouts of their grades periodically.

GRADING SCALE:

A	92% - 100%
B	83% - 91%
C	74% - 82%
D	66% - 73%
F	0% - 65%