



# Business Administration Syllabus

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## Course Description:

Business Administration students are people who want to develop the business professionals hidden within them. This program leads students through all aspects of the business world, from accounting and personal finance to marketing and professional communications. Students develop their own business skills through individual and group projects, Cooperative Education placements and guest lectures from industry professionals.

Business Administration students have the opportunity to participate in the Future Business Leaders of America (FBLA), a Career and Technical Student Organization (CTSO). They also can earn up to nine different college credits, build a professional business and communications portfolio, and earn five different industry recognized credentials.

## Classroom Expectations and Goals:

- **Dependability:** Work well within small and large groups; be true to your word.
- **Work Ethic:** Work to your potential; seek a more efficient way to complete tasks; and look for projects and additional work as time permits.
- **Maturity:** Act appropriately in a variety of settings both inside and outside the classroom and maintain a pleasant and professional attitude.
- **Honesty:** Work with instructor and peers to develop a trusting relationship.
- **Accountability:** Take ownership and responsibility for your behavior while in class, during special presentations and while on school-sponsored activities.
- **Respect:** Respect those around you and their personal space.

**Embedded Credit:** English

## Assignment Policy:

- Instructor will use Canvas, a learning management system, to deliver lesson plans and assignments to all students with project due dates and expectations.

## Concurrent Enrollments Offered:

### River Valley Community College:

- Introduction to Computer Applications, 3 credits
- Accounting 1, 3 credits
- Introduction to Business, 3 credits

## Industry Recognized Credentials:

- AED/CPR and First Aid
- CareerSafe OSHA Certification
- Personal Finance Certification
- Conover Workplace Readiness
- WorkKeys National Career Readiness Certification (NCRC)

## Common Standards Assessed in Every Program:

**Communication:** ESS02.01 Select and employ appropriate reading and communication strategies to learn and use technical concepts and vocabulary in practice.

**Leadership and Teamwork:** ESS07.03 Employ teamwork skills to achieve collective goals and use team members' talents effectively.

**Technical Skill:** ESS10.01 Employ information management techniques and strategies in the workplace to assist in decision-making.

**Problem Solving/Critical Thinking:** ESS03.01 Employ critical thinking skills independently and in teams to solve problems and make decisions (e.g., analyze, synthesize and evaluate).

## Units of Study:

### Level I

- Accounting (College Course - RVCC)
- Employability Development
- Introduction to Computer Applications (College Course - RVCC)
- Communications
- Digital Assessment Tool
- Leadership/ FBLA
- Introduction to Entrepreneurship
- Sports and Entertainment Management
- OSHA Certification (CareerSafe)
- Social Media and Marketing

### Level II

- Career Research Project
- Communications
- Cooperative Education/Internship Placements
- Digital Assessment Tool
- Financial Literacy ~ Personal Finance
- Human Resource Management
- Introduction to Business (College Course - RVCC)
- Retail Management
- Leadership / FBLA
- OSHA Certification (CPR/First Aid)
- Integrated Business Projects

## Articulation Agreement:

- Northern Vermont University - Johnson
- Keene State College

## Grading Categories and Weights:

Problem Solving/Critical Thinking	25%
IT Applications	25%
Communication	25%
Leadership and Teamwork	25%
	100%

## Standards Unique to Business Administration:

ESS09.04 - Maintain a career portfolio to document knowledge, skills and experiences in a career field. (Employability and Career Development - General Management Pathway)

ESS09.03 - Demonstrate skills related to seeking and applying for employment to find and obtain a desired job.

ESS06 - Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. (Administrative Support Pathway)

ESS04 - Use Information Technology tools specific to the career cluster to access, manage, integrate, and create information. (Information Technology)

ESS04.05 - Operate writing and publishing applications to prepare business communications. (Information Technology - General Management)

ESS05 - Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.

FNPA02.01 - Utilize accounting tools, strategies, and systems to maintain, monitor, control, and plan the use of financial resources. (Finance Cluster / Accounting Pathway)