

## **Business Administration, Management & Operations (BAMO)**

**Mrs. Murphy—2018-19**

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[www.smurphychs.weebly.com](http://www.smurphychs.weebly.com) for lesson plans, links to reviews and other important info

**Required text: Principles of Business 8e**

BAMO provides students with the basic foundation and business skills necessary to be successful in high school and college as well as providing skills necessary for many entry-level jobs. Students that receive a C or better for both semesters may earn a general management certificate through Oakland County by passing a national certification test to be given at CHS in the spring. A practice test can be found on my Business Management Moodle page.

12 Segments

**International Business**—understand international management & contemporary issues.

**Information technology application**—using Microsoft Word, Excel, Access and PowerPoint, students will learn basic word processing, spreadsheet, chart, database and presentation applications to manage, analyze, integrate and create information, and expedite workflow

**Data Management & Administration**—employ information management techniques and strategies, access, process, maintain, evaluate & disseminate information.

**Business Planning & Entrepreneurship**—utilize planning tools to guide activities, identify potential threats and opportunities for protecting a businesses financial well-being

**Human Resources/Personnel Administration**—understand personnel administration, human relations & motivation, training & development, performance appraisal, legal concerns, workplace diversity, recruiting & selecting, compensation & benefits, collective bargaining

**Operations & Quality Management**—implement control activities and expense-control strategies that promote growth, know to maintain property and equipment, perform customer service activities to encourage repeat business, understand the importance of health, safety, and environmental management systems and their importance to organizational performance and regulatory compliance.

**Financial Analysis & Economics**—establish, maintain, control & plan the use of financial resources to protect solvency and examine & employ risk management activities to minimize loss

**Communications**—use oral and written communication skills in creating, expressing, and interpreting information and ideas including technical terminology and information.

**Business Management & Leadership**—understand management's role in contributing to a businesses success, use leadership and teamwork skills to collaborate with others to accomplish organizational goals and objectives, use knowledge management objectives (performance improvement, competitive advantage, innovation, and integration) for continuous improvement of the organization, understand roles within team, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect performance and the quality of products and services.

**Law, Ethics, & Government Regulations**—know/understand the importance of professional, social & environmental ethics and legal responsibilities.

**Project Management**—employ planning and time management skills and tools to enhance results & complete tasks, utilize project management skills to start, run & complete projects

**Career & Professional Development**—know and understand the importance of employability skills, explore, plan & manage careers, demonstrate skills related to seeking and applying for employment, explore, obtain, and develop strategies for ensuring a successful business career.

**Passes--Take care of personal issues during passing time. Unless it is an emergency, please refrain from asking to leave the classroom during instructional time, too much information is missed. If it is an emergency you must take a pass to leave the room. Passes will be limited per teacher discretion.**

## FORMAT/ATTENDANCE

Student responsibility and regular attendance are extremely important in this lab class. Most of the work will be done in the classroom. Some of the work must be completed in the classroom and will not be allowed to leave the room to be completed at home or in any other location.

Students will be expected to be in class on time and ready to work. If the student is absent, and the absence is excused, the work can be made up. I am available for help, in the morning by appointment. The student is responsible for getting the work, from me, that was missed when absent.

## GRADING

Your grade will be computed as a percentage of total points from assessments and from daily work. Remember—it is hard to pass the assessment if you do not complete the class work and read the textbook.

**If you get a poor grade on any test you can make an appointment to come in the morning to retake the test for a better grade.**

Parents/guardians—Don't forget to check your child's grade and or missing assignments at:  
<https://mistar.oakland.k12.mi.us/Clawson/ParentPortal/>

Students use:<https://mistar.oakland.k12.mi.us/Clawson/StudentPortal/>

## Student Behavior

- **Electronic devices may not be used in this class without teacher consent--points may be deducted from days assignment**
- Students will conduct themselves in an orderly manner at all times in order to make the classroom conducive to learning.
- Students will sit in assigned seats and will remain seated until the bell rings unless permission is received from the teacher. There will be no lining up at the door before the bell rings or you may lose credit for the day's work.
- Discipline will be dealt with on an individual basis. Disciplinary action will be handled according to school policy.

## Guidelines for being successful in BAMO:

- **Stay off electronic devices**
- Participate & put forth effort—complete all assignments/projects
- Use class time effectively
- Do not fall behind—come in the am if you need help
- Be prepared for class—bring textbook, binder, paper, writing utensil
- Hold on to all papers returned by teacher in a binder
- Read the textbook
- Study for tests—play my review games on my Weebly page —a link can be found at [www.smurphychs.weebly.com](http://www.smurphychs.weebly.com)

I have read the **BMAO** syllabus

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

Daytime phone number \_\_\_\_\_

Email address \_\_\_\_\_

Anything you would like me to know or be concerned about? Any brags about your kid? Likes, dislikes?

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Student email \_\_\_\_\_

Student phone number \_\_\_\_\_

Anything you would like me to know or be concerned about? Any brags? Likes, dislikes?