

Course Syllabus

What you will learn in this course



Middle School Exploring Business

Are you interested in business, leading people, or making decisions to help a business be successful? While there are many different career choices in the field of business, in this course, you'll discover options such as management, human resources, business operations, information management, and accounting. Explore the skills you'll need, common tasks, the technology used, and characteristics of various business careers.

Unit 1: In Charge: The Manager

Have you ever considered a career settling arguments or planning big events? What about overseeing a college campus or sports stadium? These are just a few of the types of careers that can be found in the General Management career pathway. We will be looking at the skills you'll need to succeed and the common tasks that these careers require. And finally, we will do a deep dive into a few of the interesting careers you could consider within this pathway.

What will you learn in this unit?

1. Identify common skills, tasks, and characteristics of careers in the General Management pathway
2. Describe technologies associated with General Management pathway careers
3. Discuss specific careers within the General Management pathway, including tasks, skills, and future career outlook
4. List locations where General Management pathway careers can be found and their associated duties

UNIT 1 Assignments	
Assignment	Type
Unit 1 Critical Thinking Questions	Homework
Unit 1 Activity 1	Homework
Unit 1 Activity 2	Homework
Unit 1 Discussion 1	Discussion
Unit 1 Discussion 2	Discussion
Unit 1 Quiz	Quiz

Unit 2: Handling Information: Business Information Management

Are you interested in business? What about technology? Did you know that there is an entire pathway of careers that use business skills while also focusing on technology? We will be looking at the skills these careers require and the types of tasks that they spend their days working on. Then we will examine some careers that could be a great fit for you!

What will you learn in this unit?

1. Identify common skills, tasks, and characteristics of careers in the Business Information Management pathway
2. Describe technologies associated with the Business Information Management pathway
3. Discuss specific careers within the Business Information Management pathway, including tasks, skills, and future career outlook
4. Explain project management techniques and their relationship to careers in the Business Information Management pathway

UNIT 2 Assignments	
Assignment	Type
Unit 2 Critical Thinking Questions	Homework
Unit 2 Activity 1	Homework
Unit 2 Activity 2	Homework
Unit 2 Discussion 1	Discussion
Unit 2 Discussion 2	Discussion
Unit 2 Quiz	Quiz

Unit 3: Overseeing Humans: Managing Human Resources

Do you like to try new things all the time? From teaching, to giving advice, and even conducting investigations, Human Resources Management careers do it all. There is always a new or unique task to try out. These workers have a huge impact on the company they work for and the employees they assist. So, if having a unique career that involves working with people on a daily basis sounds fun, this could be the career pathway for you!

What will you learn in this unit?

1. Identify common skills, tasks, and characteristics of careers in the Human Resources Management pathway
2. Describe technologies associated with the Human Resources Management pathway
3. Discuss specific careers within the Human Resources Management pathway, including tasks, skills, and future career outlook
4. Demonstrate effective communication skills, including working in groups and delivering a speech or training

UNIT 3 Assignments	
Assignment	Type
Unit 3 Critical Thinking Questions	Homework
Unit 3 Activity 1	Homework

Unit 3 Activity 2	Homework
Unit 3 Discussion 1	Discussion
Unit 3 Discussion 2	Discussion
Unit 3 Quiz	Quiz

Middle School Exploring Business Midterm Exam

- Review information acquired and mastered from this course up to this point.
- Take a course exam based on material from the **first** half of the course (Note: You will be able to open this exam only one time.)

MIDTERM Assignments	
Assignment	Type
Midterm Exam	Exam
Midterm Discussion	Discussion

Unit 4: Operating the Business: Business Operations

Have you ever wondered how food makes its way to your table? Or maybe you've always been interested in discovering how cars are made. Working with our supply chain, or the way that products make it into our homes, is at the core of Operations Management careers. These workers negotiate, plan, manage, and troubleshoot the systems that lead from farms all the way to our kitchens and closets. We will examine the common duties and skills that these careers require and take a closer look at a few of the careers in this pathway.

What will you learn in this unit?

1. Identify common skills, tasks, and characteristics of careers in the Operations Management pathway
2. Describe technologies associated with Operations Management pathway careers
3. Discuss specific careers within the Operations Management pathway, including tasks, skills, and future career outlook
4. Track the evolution of the supply chain from early history to modern times

UNIT 4 Assignments	
Assignment	Type
Unit 4 Critical Thinking Questions	Homework
Unit 4 Activity 1	Homework
Unit 4 Activity 2	Homework
Unit 4 Discussion 1	Discussion
Unit 4 Discussion 2	Discussion
Unit 4 Quiz	Quiz

Unit 5: Master of Multitasking: The Office Manager

Are you organized and methodical? Do you like helping others do well? Careers in the Administrative Support career pathway may appeal to you. From keeping your boss organized to fine-tuning important presentations, this pathway involves lots of people and technology skills. And these workers can be found in almost every industry! From banks to government offices to retail stores, anywhere you want to work probably has at least a few administrative support worker positions.

What will you learn in this unit?

1. Identify common skills, tasks, and characteristics of careers in the Administrative Support career pathway
2. Describe technologies associated with the Administrative Support career pathway
3. Discuss specific careers within the Administrative Support career pathway, including tasks, skills, and future career outlook
4. Explain effective methods to communicate with customers face-to-face or via correspondence

UNIT 5 Assignments	
Assignment	Type
Unit 5 Critical Thinking Questions	Homework

Unit 5 Activity 1	Homework
Unit 5 Activity 2	Homework
Unit 5 Discussion 1	Discussion
Unit 5 Discussion 2	Discussion
Unit 5 Quiz	Quiz

Unit 6: Crunching the Numbers: The Accountant

Keeping your eye on the money is an important part of every accounting career. Whether this is watching money flow in and out of a business or creating electronic budgets to plan for future expenses, careers in the Accounting career pathway think about, analyze, and track financial transactions for individuals and businesses. This means they'll need to have strong basic math skills. But don't worry if math isn't your strong suit—there are many other skills that accountants need. Now, let's examine the types of skills you'll really need and the things you might do with a career in the Accounting pathway.

What will you learn in this unit?

1. Identify common skills, tasks, and characteristics of careers in the Accounting career pathway
2. Describe processes for setting and adjusting short- and long-term goals
3. Discuss specific careers within the Accounting career pathway, including tasks, skills, and future career outlook
4. Explain the impact of society and technology on careers in the Accounting career pathway

UNIT 6 Assignments	
Assignment	Type
Unit 6 Critical Thinking Questions	Homework
Unit 6 Activity 1	Homework
Unit 6 Activity 2	Homework
Unit 6 Discussion 1	Discussion
Unit 6 Discussion 2	Discussion

Unit 6 Quiz	Quiz
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Middle School Exploring Business Final Exam

- Review information acquired and mastered from this course up to this point.
- Take a course exam based on material from **all** units in this course. (Note: You will be able to open this exam only one time.)

FINAL Assignments	
Assignment	Type
Final Exam	Exam
Final Exam Discussion	Discussion

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