

Alexis I. DuPont High School
Red Clay Consolidated School District
State Course Title: Administration Services II
State CIP Code: 52.040112

Course Description:

Administrative Services II prepares students for successful post-secondary education and/or career opportunities that facilitate business operations through a variety of administrative duties including information management, communication skills, data processing and management, as well as project tracking.

Course Objectives

- 1 Students will understand that organizations are structured based on company and customer needs in order to create a profit.
- 2 Students will understand that successful businesses will manage specific computer systems and software required to operate efficiently and effectively.
- 3 Students will understand that effective communication skills impact business success.
- 4 Students will understand that ethics impact both individual and business success.
- 5 Students will understand that positive relationships with all contacts, both internal and external, are an integral part of business success.
- 6 Students will understand that money enables commerce.

Course Objectives:

AS.02 – Explain types of business ownership.
AS.05, 15, 18 – Describe why decisions are based on facts, legality, ethics, and company goals and culture.
AS.20 – Select and use software appropriate for the typed of document being produced. Create a webpage.
AS.21 – Collect and organize oral and written information. Implement a filing system appropriate for the media or documents that are being stored. Implement a retention system appropriate for the media or documents that are being stored.
AS.23 – Use a logical and structured approach to identify and resolve problems. Use technical language in order to communicate with support technicians.
AS.06, 07 – Locate appropriate information on organizational policies in handbooks and manuals. Demonstrate knowledge of the relationships between health, safety, and productivity. Identify the health and safety standards established by government agencies. Use company and manufacturer references to access necessary safety information.

<p>AS.05 –Identify the different components of oral and written information (accuracy, adequacy, clarity, conclusions, solutions, facts & opinions).</p> <p>AS.18 – Adapt language, ie, diction, structure or style for the audience, purpose and situation</p> <p>AS.19 – Use reading strategies to achieve an intended purpose.</p> <p>AS.18 – Listen Actively</p> <p>AS.15, 22 – Analyze time management processes and utilize current technology to manage time. Create calendars or schedules using manual and electronic means. Use software applications to maintain appointment calendars that contain addresses, email addresses and phone numbers.</p>
<p>AS.01, 07 – Explain regulation and compliance. Describe the qualities of an adequate system of internal accounting control.</p> <p>Demonstrate knowledge of the relationships between health, safety and productivity. Identify the Health and Safety standards established by government agencies. Use company and manufacturer references to access necessary safety information.</p> <p>AS.04, 05 – Describe why decisions are based on facts, legality, ethics and company goals and culture. Also identify appropriate problems solving tools and techniques.</p>
<p>AS.13 – Maintain appropriate personal appearance. Set personal goals. Explain the need for innovation skills. Make decisions. Demonstrate problem-solving skills. Demonstrate appropriate creativity. Use time management skills.</p> <p>AS.14 – Implement job seeking skills to obtain employment.</p> <p>AS.16, 17 – Demonstrate conflict resolution skills. Identify appropriate work ethic standards and recognize stereotypes and personal biases. Demonstrate an understanding of group dynamics. Promote teamwork, leadership and empowerment. Identify strategies for fostering creativity.</p>
<p>AS.02 – Explain the nature of business reporting requirements.</p> <p>AS.01 – Explain regulation and compliance. Describe the qualities of an adequate system of internal accounting controls.</p> <p>AS.08- Participate in professional activities to develop career skills and an awareness of employer expectations.</p> <p>AS.09 – Participate in civic activities and provide service to the chapter, school, community, or country.</p> <p>AS.10 – Participate in fiscal planning to help the organization finance its activities.</p> <p>AS. 11 – Participate in entrepreneurial activities to gain knowledge of free enterprise</p>

Resource Materials:

<p>Office 2007 Introductory Concepts and Techniques Shelly, Cashman, Vermaat Thomson-Western 2008</p>	<p>Intro to Business 6E Shultheis, Kaczmariski Thomson-Western 2006</p>
<p>Office 2007 Advanced Concepts and Techniques Shelly, Cashman, Vermaat Thomson-Western 2008</p>	<p>Business Math Shultheis, Kaczmariski Thomson-Western 2006</p>

Delaware Career Compass, current year Delaware Department of Labor	Internet Office Projects Jennings, James Thomson-Western 1999
--	--

Technology Utilization:

Computer lab necessary for course. All assignments utilize technology, including various software and hardware as well as applications requiring Internet access.

Materials Supplied by the Student:

1. 3 – ring Notebook
2. Pen/Pencil

Grading Policy

Marking Period Grades are based on total points earned. All excused absences will be allowed to make up missed work with no penalty. Make up time for students is equal to the number of excused days missed from class for full credit. Maximum credit of 80% is allowed for work completed after this time has elapsed. Students with unexcused absences will not be allowed to make up missed assignments.

Tests: 100 points
Quizzes 20 points
Class/Homework: 10 points
Portfolio: 20 points

Grading Scale (expressed as a percentage of total points earned during the marking period.)

A: 93 – 100 %
B: 85 – 92 %
C: 77 - 84 %
D: 70 – 76 %
F: 0 – 69 %

Examinations

There will be one mid term exam and a one final comprehensive exam given during the school year. Exam questions will be based on homework problems, class illustrations, discussions, group work and illustrations in the text and any other material received during the school year.

Contact Information

Mr. John Werner
AI DuPont High School
50 Hillside Rd.
Greenville, DE 19805
302 – 651 – 2626
john.werner@redclay.k12.de.us

Work Presentation (in header of all documents)

Top Left: Administrative Services 2 – Class Period

Top Center: Current Date

Top Right: Student Name

Attendance / Absence

Class attendance is important as it provides each student an opportunity to clarify and test your understanding of the material covered during class discussions. Students are responsible for all material covered and missed announcements made during classes. Students are responsible for assignments missed during the course of any **documented excused absence**.

It is the responsibility of the **student** to arrange with the teacher a satisfactory and agreed upon timetable to complete these assignments.

Student Behavior Standards

Red Clay Consolidated School District schools are positive learning environments where students:

1. Assume responsibility for their actions;
2. Respect and believe in themselves and others;
3. Demonstrate the ability to get along with others;
4. Understand and respect individual differences;
5. Obey rules and laws, and understand the consequences of their choices; and
6. Demonstrate the importance of being generous, kind and helpful.

**

Big Idea:

- 1 Organization
- 2 Systems
- 3 Communication
- 4 Ethics
- 5 People
- 6 Money

Enduring Understanding(s):

Essential Question(s):

- 1 How does organization structure affect the success of a business?
- 2 How is the purpose and mission of a business determined?
- 3 How does a business determine what systems are required?
- 4 How does communication affect the success of individuals and businesses?
- 5 Why are ethics important to the success of individuals and businesses?
- 6 How do relationships impact the success of a business?
- 7 How does money flow through a business?
- 8 How are financial decisions made?

Standards Statement:

Students will apply management theories and functions to achieve organizational goals.

Course Goal(s): See Enduring Understanding

Career and Technical Student Organization Involvement and Activities:

**BPA – Attend Fall Leadership Conference, State
Competition, National Competition (potentially).
Fundraising, volunteer work.**

End of Course Assessment Method(s):

Mid-Terms, Final Exams, Portfolios, Project-based assessment,
Authentic assessment, Capstone projects, Simulations, Internships