


<p style="text-align: center;"><b>Mr. N. Haskin</b> 229.225.5050, ext. 191 e-mail: nhaskin@tcjackets.net</p>	<p style="text-align: center;"><b>BUSINESS EDUCATION DEPT.</b> <b>Human Resources</b> <b>Principles/School Store</b> <b>Course Syllabus</b> <b>2019-2020</b></p>	
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**Pathway: Human Resources Management**

**Course Description:** Students learn the significant lessons and business functions involved in running a successful school based enterprise as well as the skills and attitudes required for any job. Students will study topics including but not limited to: accounting, research, promotion, planning, managing, and selling

**Course of Study: Business Procedures**

	<b>Standards: (Georgia Performance Standards)</b>
<b>BCS-BP-1</b> Students will develop personal leadership and management skills to function effectively and efficiently in a business environment.	<b>BMA-HRP-7</b> Assess the performance evaluation process and its relationship to promotions and demotions.
<b>BMA-HRP-2</b> Apply the basic human resources principles as they relate to managing an effective and efficient organization.	<b>BMA-HRP-8</b> Review, develop, and compare employee compensation and companysponsored benefits.
<b>BMA-HRP-3</b> Examine employment law and ethics as they refer to contemporary issues in Human Resources Management	<b>BMA-HRP-9</b> Investigate causes for and consequences of employee disciplinary action and relative employee rights.
<b>BMA-HRP-4</b> Apply and model the concepts of recruitment, interview, and selection of employees in the current labor market.	<b>BMA-HRP-10</b> Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events.
<b>BMA-HRP-5</b> Develop a training plan for employees after investigating methods of employee training and development.	
<b>BMA-HRP-6</b> Analyze the data and respond to results of job description analysis, development, and design.	

In addition to content standards, students will be responsible for showing mastery of the Common Core literacy standards. These standards will be taught using reading and writing activities related to the content area. Reading materials may include novels, technical manuals, articles or other appropriate materials as determined by the instructor.

## Grading Policy:

Daily Grades/In-Class Assignments .....	20%
Evaluations .....	20%
Projects/Group Work .....	40%
Benchmark .....	20%

## System Grading Scale

A	90-100
B	80-89
C	70-79
	Below 70 (Failing)

## Late/Make Up Work:

Students can make up class work and tests or receive help from the teacher before or after school. On days when administrators schedule meetings after school, the lab will not be available for students. Please check with the teacher before you plan to stay to make sure she is available. If a student is absent for any reason, it is his/her responsibility to find out the assignments missed and then make up the work.

## Course Objectives:

- Enable students to understand and use technology to perform marketing activities.
- Understand store operations
- Determine personnel needs
- Perform buying activities to minimize expenses and maximize profits
- Demonstrate proficient cash handling procedures
- Complete and interpret basic financial records
- Develop a promotional plan
- Explain the role of employee supervision in store security
- Describe the steps in the selling process
- Perform administrative tasks required of managers

## Student Expectations:

- Students are expected to abide by the TCCHS handbook at all times.
- Be respectful-respect yourself, your classmates, your teacher, and property □ Be responsible: attend class every day, be punctual, complete assignments □ Be ready to learn-be prepared, be attentive, participate in class
- Students are not permitted to consume food or beverages while servicing customers
- Students are to follow the appropriate schedule
- Back packs and personal effects are not permitted in the store
- Students are to maintain a professional work environment
- Students must perform assigned tasks/job duties
- Students are expected to work before and after school and at special events when possible and needed

## **Classroom Rules/Conduct:**

As part of the P.R.E.P. Academy, the Business Education Department focuses on professionalism, accountability, responsibility, self-discipline and similar work ethics that are expected behaviors in a business environment. Therefore, each student is expected to conduct himself/herself in a professional manner by avoiding the following infractions: (1) unnecessarily stopping the teacher from teaching, (2) hindering other students from learning, and (3) engaging in behavior that is not in the best interest of the class. To insure that an acceptable learning atmosphere is maintained, the teacher will enforce the discipline procedures outlined in the Thomas County Central High School Parent/Student handbook. In addition, the following classroom rules will be enforced.

Each student is expected to demonstrate business-like behavior which includes the following:

- Arrive on time & be prepared for class participation and student store activities each day
- Be responsible & respectful of others in the classroom and in the student store
- Cell Phones are to be completely turned off, or they will be collected
- Avoid excessive socializing with customers or peers when working in the store
- Take pride in completing all assigned work on time
- Successfully perform all required class assignments and on-the-job student store tasks to the best of your ability
- Demonstrate professional conduct in the class and in the student store at all times □  
Provide store customers with the best customer service possible at all times

Inappropriate or negligent behavior or improper care or use of student store equipment will result in the loss of the privilege to work in the student store. Other infractions that may result in removal from the student store (and possible prosecution) include, but are not limited to the following:

- Taking food or drinks from the student store without buying the item
- Giving out any product, food item, or drink "Free" or below regular prices to customers
- Excessive tardiness and/or absences
- Taking/stealing of cash
- The use of inappropriate language at any time in class or in the student store
- Failure to follow store rules, procedures, and/or policies
- Making sales to yourselves (even if at correct price)
- ISS or OSS is not tolerated. Every discipline referral will be investigated by Mr. Haskin and Mrs. Adams to determine the extent of the incident and your future in the school store. Put simply, you are the best of the best and expected to carry yourself in such a way. Your behavior reflects directly upon the school store and our program.

## **Computer Use:**

Students will be required to access the Internet for some assignments and projects. Each student must have an Acceptable Use Policy (AUP) on file at the school. All policies in the AUP will be followed. Students should only use the Internet when instructed for classroom purposes. Students who are caught downloading/streaming music, on inappropriate websites, attempting to bypass the server, or participating in other questionable activities will receive a referral and their computer privileges may be revoked.

## **AT TCCHS, HUMAN RESOURCES IS TAUGHT AS A BUSINESS CLASS AND DOES NOT COMPLETE A PATHWAY**

### **EOPA Statement**

Students are encouraged to select a pathway beginning in ninth grade that is connected to their college and career goals. This course is one of three courses in the name of pathway pathway in the CTAE department. At the conclusion of the third pathway course, students will be required to take an End of Pathway Assessment. This assessment provides students an opportunity to demonstrate what they have learned by completing an on-line, nationally recognized exam. Students who complete a pathway and earn an industry credential by passing the assessment will receive a graduation cord to signify their achievement.

### **EOPA Exam: NOCTI General Management Assessment**

Human Resources Management Career Pathway Completers - Industry Credentialing for High School Students Upon completion of sequenced courses in the Human Resources Management Career Pathway, students are eligible to complete the Industry-Recognized student credential for fulfillment of the End of Pathway Assessment. Secondary students completing the Human Resources Management pathway will be able to sit for the National Industry Credentialed assessment offered on-line from NOCTI. Once mastery is reached, students will receive recognition for completion and use this credential in conjunction with their job or continuing training. For specific assessment information, refer to: <http://bit.ly/BMA-EOPA>

### **Career Opportunities**

The Business Education Department at Thomas County Central High School goes through an in depth process to ensure that we are offering courses that are relevant to local business needs, student interest, and relevancy to their pursuit of future degrees. Below is a list of degrees directly related to this class and other occupations which overlap into this skill area.

**Sample High Demand Careers in Georgia**

Occupation Specialties	Level of Education Needed	Georgia Average Salary	Annual Average Openings in Georgia	2014 – 2024 Employment Outlook
Training and Development Specialists	Bachelor's Degree	\$63,182	306	High Demand, High Skill
Human Resources Managers	Bachelor's Degree	\$115,967	168	High Demand, High Skill
Human Resources Specialists	Bachelor's Degree	\$60,426	519	High Demand, High Skill

**Go to GAfutures at [www.gafutures.org](http://www.gafutures.org) for more information about your education and career planning, including valuable financial information (grants and scholarships including HOPE Program, grants and loans, FAFSA, and CSS forms).**

<b>Career Enhancement Opportunities</b>	<p align="center"><b>Career-Related Education Activities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Career Awareness</li> <li><input type="checkbox"/> Career Exploration</li> <li><input type="checkbox"/> Instructional Related</li> <li><input type="checkbox"/> Connecting</li> <li><input type="checkbox"/> Work-Based Learning                             <ul style="list-style-type: none"> <li>• Employability Skill Dev.</li> <li>• Cooperative Education</li> <li>• Internship</li> <li>• Youth Apprenticeship</li> <li>• Clinicals</li> </ul> </li> </ul>	<p align="center"><b>Postsecondary Options:</b></p> <ul style="list-style-type: none"> <li>• 4-Year Universities/Colleges</li> <li>• 2-Year Colleges</li> <li>• Technical Colleges</li> <li>• State Registered Apprenticeships</li> <li>• Special Purpose Schools</li> <li>• On-the-Job Training</li> <li>• Military</li> </ul>	<p align="center"><b>Earning Postsecondary Credits While in High School</b></p> <p>A vital way to get ahead and realize you can pass college courses is by earning postsecondary credits as a high school student. Georgia offers a dual credit program titled Dual Enrollment. You need to talk with your parents, school counselor, or advisor about the proper courses to take each year in high school and dual credit.</p> <p>Students completing the course work in this Plan, will have earned/completed an Industry Credential, Technical Certificate of Credit (TCC), Associates of Applied Science Degree, and/or Bachelor's Degree.</p>
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**Postsecondary Transition**

- Students who will continue their education in a Program of Study at one of the University System of Georgia institutions should prepare to take the ACT or SAT for admissions. Tests for admissions may vary from institution to institution. Contact the selected institution for specific testing information. Additional admissions information can be found at Staying On Course. ([https://www.usg.edu/assets/student\\_affairs/documents/Staying\\_on\\_Course.pdf](https://www.usg.edu/assets/student_affairs/documents/Staying_on_Course.pdf))
- Students who will continue their education in a Program of Study at one of the Technical College System of Georgia institutions should prepare to complete a placement exam.
- Students who will continue their education and training in the US Military should take the ASVAB assessment.
- Students should utilize electronic college and career databases to select the most appropriate postsecondary opportunities to match their selected career field, including registered apprenticeships.
- Georgia's dual-credit programs have been combined into one program entitled Dual Enrollment, in which high school students may earn their high school course credits while taking college courses.

Related Pathway Occupations	Other Related Occupations
<ul style="list-style-type: none"> <li>• Compensation &amp; Benefits Manager</li> <li>• Labor Relations Specialists</li> <li>• Training &amp; Development Specialists</li> <li>• Human Factors Engineers and Ergonomists</li> <li>• Compensation, Benefits, and Job Analysis Specialists</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Programmers</li> <li>• Receptionists &amp; Information Clerks</li> <li>• Public Relations Specialists</li> <li>• Procurement Clerks</li> </ul> <p align="right">*ONET Online</p>