# 7th Grade Foundations of Business Management Syllabus 2025-2026

Teacher: Ms. ShaQuana Scott

School: Hephzibah Middle School

## Contact Information

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Office Hours: 9am-10am

## Course Description

## This course will provide an exploratory foundation in business management operations. Through integrated instructional activities, students will have opportunities to apply employability skills and to research possible career options in the business management area. They will also complete many hands-on activities to build a strong foundation in integrated software applications and standard office procedures. Students who successfully complete this course will be prepared for the following pathways upon entering high school: Entrepreneurship, International Business, and Human Resources Management. This course may be taught in 6th, 7th, or 8th grade but is recommended for 7th or 8th grade.

## Course Standards

Employability Skills – MS-BMF-FBM-1

Business and the Entrepreneur – MS-BMF-FBM-2

Presenting Ideas Regarding Business Opportunities – MS-BMF-FBM-3

Legal Forms of Business – MS-BMF-FBM-4

Economic Principles and Entrepreneurship – MS-BMF-FBM-5

Marketing and Advertising – MS-BMF-FBM-6

Financial Needs to Start a Business – MS-BMF-FBM-7

Real/Simulated Business Management - MS-BMF-FBM-8

Student Organizations - MS-BMF-FBM-9

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| Evaluation and Grading Grades will be based on the following components: - Class Participation - Assignments and Projects - Quizzes and Tests - Career Assessments - Group Activities and Presentations | Classroom Expectations - Be respectful to everyone. - Come prepared with necessary materials. - Participate actively in class activities. - Follow all school rules and procedures. - Complete assignments on time. 10-point deduction for each day late. | Consequences - Verbal Warning - Parent Contact - Detention or Loss of Privileges - Referral to Administration  **\*The order and type of consequences depends on the severity and nature of a violation.** |
| Supplies for Class - 3 Prong Folder - Pens and Pencils - Composition Book - Chromebook/Headphones - Planner or Agenda | Assignments Assignments will include: - Research Projects - Self-Assessment Activities - Group Presentations - Journals and Reflections - Goal Setting Exercises | Grading Scale A: 90-100  B: 80-89  C: 75-79  D: 70-74  F: 69 and below |

## Parent/Guardian Acknowledgment

I have read and understood the syllabus for 7th grade Foundations of Business Management. I acknowledge the expectations and requirements for this course.

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_