**Course Name: Business Management**

**11-12 Grades**

**Prerequisite:**

**Business Management Survey**

**Introduction to Business**

**Instructor: Ms. Holland MBA and M.Ed**

**Room # E246**

**1 credit hour 2 Semester Couse**

**Business Pathway:**

Business Management

**Course Textbook:**

Business Management 14th Edition

Access to Mindtap Online Software

**Course Description:**

This course is designed to introduce students to comprehensive coverage of higher-level business management content including production and operations management in a realistic, investigative, and enriching manner. All the functions of business management are covered extensively, including the use of technology and communication as tools of business. Students will learn about topics that will include what employees do, job requirements, certifications or licenses required, education and/or training required, career advancement opportunities, salary expectations and information about the internship program associated with the business pathway.

**Course Rationale:** the chapters are broken down into several class-length lessons. Lesson titles provide an overview of the chapter content. Learning outcomes offer a preview of each lesson. Key terms are introduced in the lesson openers and are bold in text emphasizing the importance. The focus is on current events, technology topics, international trends, innovation, change and other important issues that impacts the business environment that gives you a larger view of the business community.

**Business Management Objectives**

**Objective #1 Social and Ethical Environment of Business**

Human Resources

Societal Values

Ethical Issues and Social Responsibility

**Objective #2 Characteristics of Business**

The Nature of Business

Changes Affecting Businesses

The Contributions of Businesses

**Objective #3 Managers and Managing**

The Role and Work of Managers

The Historical Development of Management

Managing in the Twenty-First Century

**Objective #4 Management, Supervision, and Decision Making**

Increasing Management Effectiveness

Effective Supervision

Managing with Information

**Objective #5 The Manager as Leader**

The Importance of Leadership

Developing Leadership Skills

Leadership Styles

**Objective #6 Planning and Organizing**

The Planning Function

Using Planning Tools

The Organizing Function

Developing Effective Organizations

**Objective #7 Staffing, Leading, and Controlling**

The Staffing and Leading Functions

Motivation and Change Management

The Controlling Function

Gathering and Using Performance Information

**Objective #8 Economic Environment of Business**

Economic Wants

Economic Systems

Fundamental of Capitalism

Managing the Economy

**Objective #9 International Environment of Business**

Importance of International Business

Form of International Business

Theories of International Trade and Investment

**Objective #10 Managing the Form of Business Ownership**

Entrepreneurs and Proprietorships

Partnerships

Corporate Forms of Business Ownership

Specialized Types of Organizations

**Grading Policy:**

**60%** - Class assignments (Written assignments, Essays, Worksheets, Projects, Activities, Board work, etc.)

**20%** - Tests, quizzes

**15%** - Participation (Do Now, Notebooks, Cornell Notes, KWL Charts, Lab work, Board work, etc.)

 **5%** - Homework

**A= 100-90%** the work is exemplary and has been completed in a timely and independent manner. The work shows the student’s high level of understanding.

**B= 89-80%** the student’s work is above average and has been completed in a timely manner. The work shows the student’s clear level of understanding.

**C= 79-70%** the student’s work is satisfactory and may or may not have been completed in a timely and/or independent manner.

**D= 69-60%** the student’s work barely meet the requirements and work was not completed in a **timely and/or independent manner.**

**F= Below 60%** The student’s work does not meet the minimum standards of understanding

**Classroom Expectations/policies:**

**Cell phone policy**

1. Warning
2. Warning #2
3. Confiscate (take) cell phone for the rest of the class period
4. Phone call home
5. Referral

**conduce policy**

* Be on time
* Be prepared
* No profanity (cursing)
* No horse play
* Be respectful

**Consequences ladder**

* Verbal warning/ re-direction
* #2 Warning and meeting with the student
* Teacher and student conference with support staff
* Call to parent/guardian to discuss restorative courses of action
* Referral to administration

**Classroom EXPECTATIONS/POLICIES:**

Students are expected to be on time and ready to work at their work stations before the last bell rings. Excessive tardiness and absences will result in poor and /or failing grades. Students will observe all Vashon High School rules for attendance and behavior. ***Please refer to the Student Code of Conduct Handbook under Attendance Expectations on Page 6-7.***

The goal in class is to learn. Please respect yourself and your classmates at all times

Treat others the way you would want to be treated. Students may not raise their voices or use profanity in addressing school personnel.

***All computer and technology rules are strictly enforced. Violators of the computer and technology rules will result in swift and sure disciplinary actions. Any student caught destroying school equipment will receive disciplinary actions. Please refer to the Student Code of Conduct Handbook under Technology and Student Behavior on Page 63.***

Students must comply with the technology agreement at all times and respect computer equipment. In addition to the technology agreement, students must comply with the following standing rules in the classroom and lab.

Students will be assigned a **log-on ID** for access to the **computer**, **Microsoft Teams**, and Mindtap that will allow them to receive and submits assignments and projects from any computer.

If you cannot attend class, it is **YOUR** responsibility to obtain assignments and course notes.

Sleeping and Insubordination are unacceptable and will be addressed immediately.

Each student is responsible for cleaning up around his or her workstation before leaving the classroom and maintaining his/her workstation in a business-like manner creating a clean/safe classroom and lab.

Use of the hall pass is restricted to only one person at a time and is for emergencies only (restrooms will be open during passing to classes).

No students to leave the classroom 15 minutes after class start and 15 minutes before classes end.

Leaving the classroom without permission and a hall pass will result in disciplinary action; demerit system.

Students are to remain in their seats until the bell rings or the teacher dismisses them from class.

**No Beverages** of any kind allowed in classroom or labs.

**NO GUM,** candy, chips or food of any kind allowed in classroom or labs.

**All** **BOOK Bags**, backpacks should be clear – should be in the student’s lockers.

**NO PERSONAL SUPPLIES,** (example: comb, hairbrush, hair pick, make-up…) in the classroom or lab.

**Demerit Guidelines: See Addendum A1**

**Consequence Ladder: See Addendum A2**

**ACADEMIC INTEGRITY/PLAGIARISM:**

Cheating is defined as using, submitting or attempting to obtain data or answers dishonestly by deceit or by means other than those authorized by a teacher. Plagiarism is the act of presenting or turning in someone else’s ideas or work as your own. This form of cheating includes copying, cutting and pasting information from a text or website, copying a passage and changing only some words, paraphrasing, or using work prepared by someone else. When you fail to credit the source of your information, you are plagiarizing. To avoid plagiarizing material, you must be sure to cite sources of information. Keep notes and rough drafts to show the authenticity of your work. Any student caught cheating or plagiarizing will automatically receive an “F” (0 points) on the assignment, test or project and will be subject to a disciplinary conference.

**MISCELLANEOUS COURSE INFORMATION:**

**Field Trips**

A signed field trip permission slip is required for every student participating in a field trip activity. All students are required to wear the school uniform on field trips, unless specifically stated otherwise on the permission form.

**Important Note:**

Parents/Guardians are strongly encouraged to inquire about their student’s progress, and are welcome to come to class and observe at any time. Our classroom number is 314-533-9487 ext. 5246. The instructor welcomes any interactions and correspondence of parents.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I have read and commit to adhering to these policies within they syllabus. Additionally, I commit to respecting my peers and instructor in our classroom.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date

I have read and commit to supporting “my” student in all ways possible. I commit to communicating with “my” student and his/her instructor in those ways necessary to make “my” student successful.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parents/Guardians Signature \_\_\_\_\_\_\_\_Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Instructor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date