**CLYDE C. MILLER CAREER ACADEMY**

**BUSINESS MANAGEMENT AND ADMINISTRATION**

**Ms. Sams, Room 231**

**Freshmen Class COURSE SYLLABUS 2014 - 2015**

**Course Title:** Business Management Survey - 1

**Periods:**  8th (B Days)

**Instructor:** Judith Sams, MAT

**Office Hours:** Monday and Wednesday

12:45 p.m. - 2:30 p.m.

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**E-mail Address:** [Judith.Sams@slps.org](mailto:Judith.Sams@slps.org)

**Classroom:** 231

**Classroom Number:** (314) 371-0394, ext. 61231

**Course Description**

To be successful in the world of business students need more than just knowledge about business and business skills. Success in the world of business also requires the basic skills of reading, writing, speaking, listening, mathematics, and critical thinking. Each student will be exposed to a wide variety of informational sources that will guide them in the understanding of the most important areas in our economy.

This course is designed to familiarize students with business management and administration careers, terminology, tools, equipment, and techniques and concepts used in the professional world of business. This course will acquaint each student with business as a dynamic process. Students will work collaboratively to investigate, experiment, test and solve problems related to the business profession and industry.

**Texts/Supplementary Instructional Materials**

* Introduction to Business, Glencoe, McGraw-Hill
* Entrepreneurship & Small Business, Glencoe McGraw-Hill
* Microsoft Word, Excel, and PowerPoint.
* Notebook, Flash Drive, Blue Ink Pens

**Objectives**

At the end of course students will be able to:

* Identify current topics and new concepts in business and industry
* Explain key words and phrases used frequently in the business community
* Identify career opportunities in the world of business
* Describe the process of management and various management functions
* Describe internal organization, organizational charts, various management levels
* Describe line/staff organization
* Describe the importance of marketing in our economy
* Explain channels of distribution, roles of wholesalers and retailers
* Develop communication and interpersonal skills
* Manage personal finances
* Apply technology to business applications
* Identify and use various types of business equipment
* Complete an employment application and forms such as the I-9, W-2, W-3
* Create a resume and cover letter

**Teaching Methodology**

* Students will be required to take notes during chapter presentations and lectures, to complete key terms, review questions, discussion questions, experimental exercises, and hands on activities.
* Each assignment yields points to be calculated for the final grade. Assignments are designed to expose students to real life situations in which they will be able to use their judgment and evaluate various aspects of the given situation. Emphasis will be on critical thinking.

**Evaluation/Assessment Procedures: Grading Policy: Grades are assessed as follows:**

**Grading Policy:**

* Every student must complete the Do Now for a daily ethics grade submitted through Penzu.com
* 65% of grade is Assessment: Assessments are considered as quizzes, test, projects and work ethic grades.
* 35% of grade is Homework, Classroom, and Group Assignments

**Class Expectations and Requirements**

* **Students will not be allowed to enter the classroom out of uniform. NO EXCEPTIONS**
* **Students will be assigned a log-on ID for Penzu.com, Remind 101, and Edmodo, the electronic systems that will be used to receive and submit assignments. We are a paperless environment!**
* Students are expected to be in class 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.
* Each student is expected to maintain his/her work station in a business-like manner, i.e., keeping drawers at desk clean and clear, clearing desk after classroom use, and returning textbooks and/or classroom materials to the designated place.
* Freshmen should not use the drawers at their desk. Removal of another student’s personal property from a drawer is considered theft and will be reported to administration for disciplinary action in accordance with the Student Handbook.
* No food or drinks are allowed in the classroom-NO EXCEPTIONS.
* Use of the hall pass is restricted to only one person at a time and is to be used for emergencies only.
* Use of internet is allowed for instructional purposes only. No games, music, inappropriate websites, etc. are allowed. Improper use of the internet may result in removal from assigned computer and/or disciplinary action.
* Students are to conduct themselves in a business-like manner during the classroom session. Disrespectful comments and/or gestures will not be tolerated and will be reflective in professional development and ethics grade.
* Electronics, such as Cell phones, IPads or IPODs are not allowed in the classroom and should not be visible at any time. NO EXCEPTIONS. Visible electronics will be confiscated, given to the administration, and returned to parents only.
* Students are to remain in their seats until the bell rings to end class.
* Leaving class without permission and a hall pass will result in disciplinary action; absolutely no one is to leave class without permission of the instructor.

**Parent/Instructor contact:** Parents are encouraged to inquire about their student’s progress, and are encouraged to come to class and observe at any time. Our classroom number is (314) 371-0394, ext. 61231. The instructor is enthusiastic to correspond with parents.

**Makeup Work and Homework Policy**

All work is expected to be completed and submitted on time. Students who cannot avoid absences should request an excused absence. Any excused absence documented in the SIS system will allow students to have a certain time frame to make up work. It is the sole responsibility of the student to get all missed assignments from a classmate or from the instructor before class, after class, or during the instructor’s office hours.

**Plagiarism (Copying others work)**

Dishonesty is easily detected. Copying other’s work is not the path to success. Students who attempt to deceive will be swiftly reported to their parents and the administration. Students are expected to develop and practice good, desirable characteristics. ALL WORK must be done INDIVIDUALLY. Failure to work independently will result in a grade of "0" on the assignment--NO EXCEPTIONS!

**Proofreading**

Performing efficiently and effectively are important business ethic requirements. All students are required to conduct a spell and grammar check prior to submitting assignments. Points will be deducted for errors, (spelling, grammar, capitalization, etc.) in documents. **Also, points will be deducted for not following directions.**

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**We have read the information in this syllabus, understand the policies for this class, and agree to adhere to them.**

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(Parent/guardian signature) (Date)

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Parent’s e-mail address

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(Student signature) (Date)

Return to teacher by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_August 25, 2014\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.