**CLYDE C. MILLER CAREER ACADEMY**

**BUSINESS MANAGEMENT AND ADMINISTRATION**

**Ms. Judith Sams, Instructor**

**Room 231**

**JUNIOR CLASS**

**COURSE SYLLABUS 2014-2015**

**Course Title:** **Business Management Theory Practice and Skill Development**

**(Introduction to Business)**

**Periods:**  5th and 6th (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 and Standards (1.0) credit hour per semester**

To be successful in the world of business, more than just knowledge about business and business skills are required. Success in the world of business also involves 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 of our economy.

This course is designed to familiarize students with business management careers, terminology, tools, equipment, and techniques used in the business place. This course will acquaint each student with the American business as a dynamic process. Students will work collaboratively to investigate, experiment, test, and solve problems related to the business place and prepare for entry level positions in business.

**Required Texts, Readings, Supplementary Instructional Material, Supplies**

* Introduction to Business, Glencoe, McGraw-Hill
* Entrepreneurship & Small Business, Glencoe McGraw-Hill
* One Business-related Novel
* Microsoft Word, Excel, and PowerPoint.
* Handheld calculators
* Three (3) ring binder
* Blue Ink Pens
* Flash Drive
* Academic Planner/Calendar

**Objectives**

At the end of this course, students will be able to:

* Identify current topics and new concepts related to business globally
* Explain key words and phrases used frequently in the workplace
* Identify career opportunities in the world of business
* Understand the role of profit motive and the free market system
* Explain basic forms of business organizations, mergers, and consolidation
* Describe the process of management and various management functions
* Describe internal organization, organizational charts, various management levels
* Clarify the chain of command in the workplace
* Describe the importance of advertising and marketing in a global economy
* Explain the factors involved in product mix decisions, the product life cycle
* Explain pricing techniques, markups, and discounts
* Explain channels of distribution, roles of wholesalers and retailers
* Identify three major sources of short term financing and the basic concepts in finance--assets and liabilities and owner’s equity.
* Develop communications 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 I-9, W-2, W-3
* Practice business etiquette and professionalism in the classroom
* Dress for Success

**Teaching Methodology**

* Students will be assigned, after reading each chapter, key terms, review questions, discussion questions, experimental exercises, and case studies.
* Each assignment yields points to be calculated for final grades. The assignments are designed to expose each student to real life applications. Emphasis will be on stimulating critical thinking and soft skills.
* Project –Based Learning: During Project Based Learning, students will gain knowledge and skills by working to investigate and respond to complex questions, problems, or challenges. This methodology is designed to build competencies valuable for today’s world, such as problem solving, critical thinking, collaboration, communication, and creativity/innovation, which are explicitly taught and assessed.
* Group Projects
* Individual Assignments
* Business & Entrepreneurial Competitions
* Fieldtrips
* College Visits

**Assessment Guidelines**

**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

**Classroom Protocol: 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!**
* All students are required to participate in the Future Business Leaders of America Organization. This organization is designed to promote competent and capable business leaders. The annual **dues for FBLA are $15**, which should be paid to the organization’s treasurer. Also students are expected to attend scheduled meetings and competitions. (*Meetings will be held the 2nd Tuesday of each month).*
* All students are expected to participate in DEAR activity; Drop Everything and Read, which is designed to increase their word knowledge and comprehension skills
* 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 their designated place.
* Juniors are to utilize the last two drawers at their desk. Removal of another student’s personal property from another drawer is considered theft and will be reported to the administration for disciplinary action in accordance with the Student Handbook.
* Food or drink items are not 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 sites, 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 professional, business-like manner during the classroom session. Disrespectful comments and/or gestures will not be tolerated and will be reflected in professional development and ethics grades.
* 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.
* The instruct will dismiss the class; students are to remain in their seats until the bell rings at the 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.
* Students are expected to dress professionally for all fieldtrips, competitions and college visits. No jeans or tennis shoes will be allowed when leaving the building. All fieldtrip participants will require a dress rehearsal prior to leaving the building.

**Parent/ Instructor Contact**

* Parents should feel free to inquire about their student’s progress; and encouraged to come to class and observe at any time. The classroom number is (314) 371-0394, ext. 61231. The teacher’s email address is Judith.sams@slps.org.

**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 that is documented in the SIS system will allow students to have a certain time frame to make up work. For example, if you have 1 excused day, you are allowed 1 day to make up an assignment. If a student has an unexcused absence, make up will not be accepted.
* It is the responsibility of the student to get all missed assignments from a classmate or from the instructor before or after class or during instructor’s office hours.

**Academic Honesty: Plagiarism and cheating policies**

* Dishonesty and deception are easily detected. Copying another’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 autonomously will result in a grade of "0" on the assignment in question --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 all assignments. Points will be deducted for written assignments for the following: spelling, grammar, capitalization, and 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_