

# Syllabus – Business Management

Instructor: Mr. Evans

Credit: 1

Grade: 10-12

## COMMUNICATION

School Phone – 563-552-5540

Home Phone – 563-258-2085

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You may check power school as grades will be entered in a timely manner.

**Text:** Business Principles and Management – cost \$80.00

**Course Description:** This course is designed to give students a broad overview of the business world and the necessary skills needed to manage a business. Major units of instruction include economic systems, managing and marketing a business, careers in management, starting your own business, financial management, theories of management, functions of management, human resource management, and organizational behavior. Students who are interested in a career in business management should enroll in this course.

## Benchmarks and Standards

- Be able to compare and contrast economic systems.
- Understand what are legal and ethical business practices.
- Apply appropriate social communication skills in personal and professional business situations.
- Discuss the role of government in the U.S. and world economy.
- Prepare, interpret, and analyze financial statements for various businesses.
- Compare and contrast the basic tenets of management theories and explain why they are important.
- Explain how an organization can get employees to perform at a high level.
- Describe the activities performed by the human resource department.
- Illustrate how the functions of management are implemented and explain why they are important.
- Be able to give examples of the 4 “P”s of marketing.
- Develop a SWOT analysis for a business.
- Write a business plan.

## **Grading and Assessment**

Students will be evaluated on daily work, projects, quizzes and exams, papers, and class involvement. Although attendance is not used to determine the grade – poor attendance is usually a major factor in earning a low grade. All homework is due at the beginning of the class. Late work will be considered a D- (60%).

**Grading** – based on points and percentages

A 100-94	B+ 89-88	C+ 79-78	D+ 69-68	F - less than 60%
A- 93-90	B 87-83	C 77-73	D 67-63	
	B- 82-80	C- 72-70	D- 62-60	

## **Academic/Behavioral Expectations**

Students are expected to follow all school rules.

No food or soda in the classroom – this is a computer lab.

Students need to bring homework, textbook, paper, notebook, agendas, folder, and writing instrument.

Students are expected to treat everyone with respect.

Attend class and be on time.

Do not use electronic devices except when being used for classroom work.