

# BUSINESS MANAGEMENT

**Grades:** 11-12

**Prerequisite:** None

**Credits:** 1

**Teacher:**

Mr. Miller

**School Email:**

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**School Homepage:**

www.fhs.d211.org/departments/be/amiller

**Office Hours:**

Room 218S; Periods 4, 8 and Discipline Office; Periods 1, 2, 3

## **PowerPoints & Reference Sheets from the following textbook source:**

Business Management, Real-World Applications & Connections, Leslie W. Rue, Ph.D., Lloyd L. Byars, Ph.D. Glencoe/McGraw Hill Publishing, 2006.

## **Additional Resources:**

- Entrepreneurship Ideas in Action, Cynthia L. Green, South-Western Educational Publishing, 2000.
- Business Week Extension Activities (Current Events, Case Studies)
- Classroom videos will be used on a limited basis concerning entrepreneurial topics and management styles.
- Online resources (I.E. – [www.businessweek.com](http://www.businessweek.com), [www.entrepreneur.com](http://www.entrepreneur.com), [www.careerbuilder.com](http://www.careerbuilder.com), [www.chicagotribune.com](http://www.chicagotribune.com), and [www.workforceinfo.state.il.us](http://www.workforceinfo.state.il.us))

**Supplies:** Pen/Pencil, 3-ring binder (1 ½”) w/ 10 Dividers for student work and reference materials

## **Course Description:**

This course covers the areas of Business Management focusing on real-world applications and connections. The basic managerial skills of planning, organizing, leading, controlling, and evaluating will give you a better understanding of business operations. Students will explore a career interest. Students will develop management skills in the areas of communication, decision-making, and math. Students will learn how to market oneself in today's business world. Students will learn the aspects of starting and operating a small business and apply this knowledge by creating a small business plan.

## **Activities and Instructional Methods:**

My philosophy of education is one of project-based learning, where students learn best by doing, whether it is through presentations, writing, debates, discussions, and/or creating a product. The computer lab learning environment will enable each student to “learn by doing.” One method used to convey learning will be through classroom discussions emphasizing how entrepreneurs and managers work in everyday business situations. Students will discuss and analyze small business management decisions through real-life current events. Classroom seminars will be conducted with guest speakers relating to the management or small business ownership field. The class will use Office XP software applications and the Internet for student-work purposes. Instructor will use lecture, student presentations, student-oriented discussions, technology, as well as guided and independent practice. Textbook reading and workbook activities, as well as classroom worksheets will help emphasize business vocabulary and management concepts. Students will also work in teams in applying and/or presenting small business management concepts, techniques, and practices.

**Learning Outcomes:** After completing the class, the student should be able to:

- Analyze the management functions and their implementation and integration within the business environment.
- Develop personal management skills to function effectively and efficiently in a business environment.
- Examine the role of ethics and social responsibility in decision making.
- Describe human resource functions and their importance to an organization's successful operation.
- Apply problem-solving methods, while utilizing analysis of business management cases
- State the meaning and uses of common business management concepts and techniques
- Show respect for, an understanding of, and apply aspects of a small business plan.
- Use their knowledge of business management for work-related experiences or continued education in a business major.
- Demonstrate interpersonal, teamwork, and leadership skills necessary to function in multicultural business settings.
- Select and apply the tools of technology as they relate to personal and business decision making
- Communicate effectively as writers, listeners, and speakers in social and business settings
- Enhance their creative and innovative entrepreneurial minds.

### **Textbook Course Content**

**Business Applications (Team Development)**

**Chapters 1 - 3**

- Unit 1: Management Today

**Chapters 10 - 14 and 16 - 20**

- Unit 4: Planning Skills
- Unit 5: Organizing Skills
- Unit 6: Leadership Skills
- Unit 7: Quality Control Skills

**Chapters 4, 5, 8, 9, 15, 17**

- Unit 2: The Management Environment
- Unit 3: Foundation Skills
- Unit 8: Organized Labor, Unions, & Collective-Bargaining

### **How to Succeed in Entrepreneurship & Business Management**

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|--|---|
| ✦ READ your material   | ✦ Work well with others on team assignments {Be a team player!} |
| ✦ Hand in all assignments on time  | ✦ Apply yourself in this class                                  |
| ✦ Take notes to learn specific principles and concepts                         | ✦ Have a Positive Attitude                                      |
| ✦ Study notes, handouts, related assignments prior to taking tests and quizzes | ✦ Complete all assignments and projects                         |
| ✦ Keep absences at a minimum   | ✦ Be resourceful  |
| ✦ Be in class on time and prepared   | ✦ Turn in your "BEST" product every time                        |
|  | ✦ Maintain good work ethic                                      |

## Attendance

Each student is expected to be to class on time and in their assigned seat when the bell rings. If you are absent, it is your responsibility to make arrangements to make up your work. You will receive two days for every excused absence for make-up work. If you are truant you will receive no credit for that class time. Tardiness is an inappropriate disruption to the classroom environment. They not only affect the quality of education your instructor is trying to provide, but are a nuisance to the rest of the class and thus will be enforced according to school policy.

## Classroom Procedures

- Be in your seat and materials ready when tardy bell rings.
- Turn in homework on table as you enter class as well as pick up any handouts.
- Daily class agenda will be posted each day.
- Do not bring drinks or any food items into the computer lab.
- Internet gaming, email, music, video, instant messaging, or any other online program is **STRICTLY PROHIBITED** unless approved by your instructor beforehand. The bottom line, “the computers are not toys or your personal entertainment while at school, rather it is a tool for learning and teaching in this class.” Don’t abuse the privilege of being in a computer lab for this class.
- Keep your cell phones put away and powered off
- Only your instructor ends a class period, do not pack up your materials until notified by instructor.
- Stay in your seat until the bell rings (unless a class activity or an emergency is needed to get out of your assigned work area).

## Assessment

*Total points are used in this course. All daily assignments will be given a point value. The following percentages will apply.*

100-90	A
89-80	B
79-70	C
69-60	D
59 or ↓	F

### **Semester Grade:**

1 <sup>st</sup> Quarter	= 40%
2 <sup>nd</sup> Quarter	= 40%
Final Exam	= <u>20%</u>
Total	= 100%

## Class Participation

Your class grade is influenced by your work in class, your attitude in class, and your participation in class activities. The more you put into the projects—the more you will learn from them. Exams, quizzes, projects, and assignments will make up the majority of your grade. ***“Your greatest achievement is not to get ahead of others, but to surpass yourself.”*** At times you will be expected to work in teams. You will be assigned to this team and will participate to the best of your ability. Your ability to work hard, efficient, and productive as a team in class will maximize your success, meaning your grade. ***“The chain is only as strong as the weakest link.”*** Individual grades for teamwork projects can be influenced by peer evaluations.

## Quarter Grading Scale

See Grading Standards handout attached

Before each graded activity you will be given a handout explaining the criteria and rubric

## Assignments:

Majority of assignments are done in class. It is crucial that you attend everyday of class. All in class work is due on the date provided by the instructor. **Weekly agendas will be provided as a timeline for in-class and homework assignments, and are subject to change by instructor's discretion.** Assignments will be accepted as late work after the due date and points will be deducted based on the amount of days late. Amount of points deducted will depend on the type of assignment and by the instructor's discretion. Any assignment turns to a zero after the 5<sup>th</sup> school day from due date for that assignment. Tests and quizzes must be made up within 2 days of an absence due to excused illness or absence. If illness exceeds 2 days, then the student will get additional days for each excused absence.

## Academic Honesty:

It is expected that all work submitted in this class is that of the individual whose name appears on the materials. Violations of academic honesty include but are not limited to cheating, plagiarism, and receiving help on tests or quizzes. Copying another person's assignment will result in both the copied assignment and the original assignment guilty of academic dishonesty. A student found guilty of academic dishonesty is subject to failure for the assignment in question or failure of the course.

