

COURSE SYLLABUS:

BUSINESS MANAGEMENT

INSTRUCTORS NAME: Scott Hardison

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GRADE LEVEL: 11 or 12

SEMESTERS(S): 1

COURSE DESCRIPTION: This class will focus on the basic fundamentals of a business. Instruction will be given on the different forms of ownership, the major activities of a business, marketing, management, human resources, teamwork and technology. Students will also participate in the JA Titan program.

UNITS OF STUDY (Focus)

Business and Its Environment

Forms of Business Ownership and the Law

Information and Communication Systems

Management Responsibilities

Financial Management

Production and Marketing

Human Resources

COURSE LEARNING OBJECTIVES: Students will be able to:

- Acquire a working vocabulary of common business terms
- Obtain an awareness of the many activities, problems and decisions involved in successfully operating a business
- Gain an appreciation of the importance of business and management in our economic system
- Develop insights for deciding on specific career objectives
- Understand facts, procedures, principles and concepts needed to become effective members of profit making and nonprofit organizations.

STUDENT REQUIREMENTS:

1. Students are expected to attend class every day and to do all required work.
2. Students are expected to take all quizzes and tests.
3. Students are expected to submit all required work on time and in acceptable form.
4. Students are responsible for all work and notes missed because of an absence for any reason. Ample make-up time will be allotted for those students who were absent.
5. Late assignments will be accepted 3 days after the due date, however, the penalties are as follows:
 - * 1 day late – 10%off
 - * 2 days late – 20%off
 - * 3 days late – 30%off

SUPPLIES:

- Textbook – teacher provided (Southwestern, Business Principles and Management)
- Notebook & Folder

GRADES:

Students will be graded on daily assignments, study guides, quizzes and tests. Students will be allowed to re-take one test per quarter. The student must re-take the test before the date of the next test.