

# Intermediate Business Management

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Office Hours: 7:30-8:00 am 2:30-3:00 pm  
Room 104

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## **Course Description:**

This is the second class in the Business Management state-approved program. This course is recommended for students who are going on to college and are interested in marketing, advertising, and business management concepts. Students will utilize computer skills in the Microsoft Office Suite and the internet for advanced document creation. Students are expected to make presentations, use email appropriately, manage their electronic filing system, and participate in class.

All students are encouraged to join and participate in Future Business Leaders of America (FBLA)

## **Learner Outcomes:**

Upon completion of this course, you will be able to

- Analyze General Management Practices
- Analyze Business Financial Practices
- Analyze Marketing Concepts
- Analyze Human Resource Functions
- Analyze Project Management Functions
- Analyze Technology and Web-based Tools
- Analyze Customer Service and Organizational Communication

## **Instructional Strategies:**

- Classroom discussion
- Hands on learning
- Student projects
- Guest speakers
- Other methods as needed

**Methods of Evaluation:**

Grades will be determined by the number of points earned on assignments, assessments, and participation. Grades are weighted as follows:

Assignments	20%
Assessments	40%
Participation	40%

The Grading scale is as follows:

90-100 %	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

**Late Work:**

Accepted for 1 week at 70%, then reduced to 50%. No late work accepted 1 week before the end of the semester.

**Classroom Expectations:** Students, you are expected to

1. Do your best at all times
2. Treat others and property with respect and care
3. Cooperate with others to create the best environment possible
4. Obey all school rules and policies

**Classroom Rules:**

1. Make up all the work that you miss by contacting the instructor and getting missed assignments.
2. **DO NOT** talk when the teacher or another student is talking.
3. Stay in your seats until the bell rings.
4. No food or drink in the classroom. Water needs to remain on cabinet counter.
5. You need a signed pass to leave the room.
6. **DO NOT** have cell phones out during class unless the teacher tells you to have them out.
7. **DO NOT** play games on the computers.

**Consequences:**

PBIS Intervention Policy  
Steps Process