

**Huntland Schools**  
Course Syllabus – Business Management

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**Course Information**

Credit: 1  
School Year: 2021-2022  
Class Location: Room 17

**Teacher Information**

Name: Ms. Janet Colburn  
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**Course Description:**

Business Management focuses on the development of the planning, organizing, leading, and controlling functions required for the production and delivery of goods and services. This applied knowledge course addresses the management role of utilizing the businesses' resources of employees, equipment, and capital to achieve an organization's goals. Upon completion of this course, proficient students will be able to complete a full review of an existing business and offer recommendations for improvement as would a management consultant.

**Fees:** Business Management has a \$10.00 fee. This fee will help pay for all computer/printing supplies and project supplies needed to complete this course.

**Supplies Needed: USB Drive is a REQUIREMENT for this class.** Pencils and/or pen, notebook or binder.

**Text:** We will use several different books/material with this course.

**Grading Policy:**

Students will be assessed using the following: Daily Work\*Labs/Projects\*Standard Tests\*Quizzes\*Participation

**Make-Up Work Policy/Late Work Policy:**

Students are responsible for making up work missed from any excused absences within three days of returning to school. If work is not turned in within three days, a grade of zero will be recorded.

**Class Requirements:**

If you are absent, it is YOUR responsibility to make up the assignments and/or tests when you return. If you do not make up your missing assignments within the three day timeframe, your grade will be a zero. It is YOUR responsibility to come before or after school to catch up on missed work from your absences. I may not be able to re-teach the lesson during class time. You can check planbook weekly on my website for assignments.

**Grading Scale:**

A 93-100  
B 85-92  
C 75-84  
D 70-74  
F Below 70

### **Classroom Expectations:**

1. Arrive to class on time, work is expected from bell to bell.
2. Be prepared. Cell phones **MUST** be off and put in pocket holder immediately upon entering the class.
3. Respect your classmates and teacher.
4. Inappropriate language will not be permitted.
5. No personal grooming in class (Be mindful of strong cologne/perfume).
6. No eating, drinking, cell phones, or other electronic devices are permitted in the classroom.
7. Follow county Internet policy – no changing of any kind to computers.
8. At the end of class, you **MUST** log off all programs and computers.

### **Consequences/Discipline:**

1. Coming into class after the bell has rung will result in an unexcused tardy. One tardy in a semester will result in a warning. For every other unexcused tardy, the student will need to present a tardy slip from the attendance office. The fifth tardy to class will result in Saturday School assignment.
2. Instances of disrespect or general misbehavior will result in one or several of the following actions:
  - Verbal Warning
  - Private conference between you and the teacher
  - New seating assignment
  - Parent conference
  - Refer to administration

### **Plagiarism, Cheating, and Academic Integrity:**

Plagiarism is the practice of copying words, sentences, images, or ideas for use in written or oral assessments without giving proper credit to the source. Cheating is defined as the **giving or receiving of help** on anything that has been determined by the teacher to be an individual effort. Both are considered serious offenses and will significantly affect your course grade.

### **Methodology:**

A combination of lecture, class discussion, presentations, videos, cooperative learning, projects and problem-based learning will be used in this course. Grades will be determined by the satisfactory and timely completion of assignments. Below is an overview of topics/units and major assessments for this course. **Please note dates/timeframes are subject to change and are only an estimate.**

<b>Unit/Topic</b>	<b>Course Activities</b>	<b>Assessments/ Assignments</b>	<b>Timeframe</b>
Safety/FBLA	Individual/Small Group Activities	Quiz/Project	Week 1
Business Communication Styles	Individual/Small Group Activities	Quiz/Test, Project	Week 2
Communication and Grammar	Individual Work	Quiz/Test, Classwork, Project	Week 3
Management Process Functions of Management	Individual Activities	Quiz/Test, Classwork, Project	Week 4
Management Theories	Individual Activities	Quiz/Test, Classwork, Project	Week 5
Historical Events in Management	Individual Activities	Quiz/Test, Classwork, Project	Week 6
Business Goal Setting and Decision Making	Individual Work	Quiz/Test, Classwork, Project	Week 7
Modern theory of Management	Individual Work	Quiz/Test, Classwork, Project	Weeks 8 & 9
Vision and Mission Statements	Individual Activities	Quiz/Test, Classwork, Project	Week 10
Operational Goals	Individual Activities	Quiz/Test, Classwork, Project	Week 11
Current Markets Target Markets	Individual Activities	Quiz/Test, Classwork, Project	Weeks 12 & 13
Design and Write a Business Plan	Individual Activities, Small Groups	Quiz/Test, Classwork, Project	Weeks 14 -16
Review for Midterm Exam	Individual Activities	Quiz/Test, Classwork, Project	Week 17
Midterm Exam	Individual	Midterm Exam	Week 18
Review Business Plans SWOT Analysis	Individual Activities	Quiz/Test, Lab Assignments	Week 19
Create new mission/vision statements for student business	Individual Activities	Quiz/Test, Classwork, Project	Week 20
Financial Statements	Individual Activities	Quiz/Test, Classwork, Project	Week 21
PEST Analysis International Trade	Individual Activities	Quiz/Test, Classwork, Project	Week 22
Pricing Decisions based on Market Factors	Individual Activities	Quiz/Test, Classwork, Project	Week 23
Business Ownership Forms Setting up new business procedures	Individual Activities	Quiz/Test, Classwork, Project	Week 24
Organizational structure Financial Needs	Individual Activities	Quiz/Test, Classwork, Project	Week 25
Human Resource	Individual Activities	Quiz/Test, Classwork, Project	Week 26
Capstone Project	Individual Project	Project	Capstone Project – end of year

## **Business Management**

### **General Information:**

*If you are having trouble with this class, come to me immediately and I can work with you. If you wait until the end of the marking period, it will be TOO LATE.*

### **Please check and sign below:**

\_\_\_\_\_ I have read the information and I fully understand what I'm expected to do in class.

Student Signature:

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Print Student Signature:

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Parent/Guardian Signature:

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