

Fundamentals of Business Management

Office Hours: 7:30-8:00 am 2:30-3:00 pm
Room J219

Course Description:

This is the first class in the Business Management state-approved program. Computers are utilized in studying the technology and management concepts found in business. The latest state-of-the-art software (for example: Microsoft Office 2019/365 and the internet) are used to create business documents. Students will make presentations, create, and maintain an electronic filing system, use email appropriately, learn to use the latest version of Microsoft Office Suite, and participate in classroom discussion to learn the material.

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 the 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