|  |  |
| --- | --- |
| **Syllabus for Business Management**  Spring Semester 2020 (January 21, 2020 – June 5, 2020)  *May 19th is last day for seniors.* | |
| **Instructor:** Ms. Shaffer  **Teacher Website**: [www.mlshaffer.weebly.com](http://www.mlshaffer.weebly.com) | **Email:** [mlshaffer@clarkston.k12.mi.us](mailto:mlshaffer@clarkston.k12.mi.us)  **Room:** 319 |
| **Course Textbook**: Business Essentials 10th Edition **ISBN:** 978-0-13-345442-0 Ebert, R. & Griffin, R. | |
| **Materials Needed:**   * **Google Classroom:** Files will be shared & submitted using Google Classroom. To access this account visit classroom.google.com   **2nd Hour Class Code: 6p3tnry** **3rd Hour Class Code: 6ejnjpg**  \****All announcements, assignment instructions, & course materials will be posted online in Google Classroom.***  **Computer Login:**  **Username:** First initial, middle initial, first 8 characters of last name followed by 2 digit graduation year  Example: John Michael Whittington who graduates in 2019 would login as: jmwhitting19  **Password:**   fmlstudentID# or jmw201412345 (first initial, middle initial, last initial followed by student ID#) | |
| **Leadership Opportunities:**  Business Professionals of America **(BPA)** & National Technical Honor Society **(NHTS)** | |
| **Course Description (Elective 1 Credit)**  Business Management is designed to give the student an understanding of how businesses operate and how to start and manage a business successfully.  Students will study a variety of topics related to different elements of business management, including business ethics, the many forms of business organization, human resources, and financial management.  Students will master software skills in word processing, presentation software and other digital tools.  Students will be provided the opportunity to achieve Microsoft Office Specialist (MOS) Expert Certification.  **Approved as math elective credit.** | |
| **Course Articulations:**  Business Management is an articulated course with Baker College, Davenport University, Ferris State & OCC. Any student that completes the course with a B or higher is eligible to earn transferable credit to those universities. | |
| **Course Connections:**  Business Management provides students with an opportunity to extend learning so that they can use that information to leadership and management of a business. | |
| **Workplace Skills and Attitudes**  As a member of the class you will be expected to participate in this course as if it were a professional work environment. The Workplace Skills and Attitudes grade will reflect your ability to act in a mature, cooperative, responsible, and respectful manner at all times. These points will take into account:  **Skills**   * time management, successfully communicating with both teachers and peers, setting and completing tasks/semester goals, asking for and offering assistance, following directions, listening to instructions, discussions and lessons, & making thinking visible by speaking up in class   **Attitudes**   * contributing to a positive classroom environment, respect for classroom, building and peers, staying open-minded to all opinions, thoughts and interpretations of classroom material, willingness to express your own opinions, thoughts and interpretations, & authentic engagement in the learning process (phones and technology)   The Workplace Skills and Attitudes will be assessed by logged comments (positive and negative) in grade book notes (which can be accessed online, by parents), and missing assignments in gradebook.  **Course Outline:** The following Segments are the cornerstone of the curriculum delivered in this course. They will be annotated by segment number next to the timeline of course subjects and events covered through this semester course. Those listed in bold will be the predominant concepts learned in class.   |  |  |  |  | | --- | --- | --- | --- | | **Segment 1** | **International Business** | Segment 7 | Financial Analysis and Economics | | Segment 2 | Information Technology and Application | **Segment 8** | **Communications** | | Segment 3 | Data Management and Administration | **Segment 9** | **Business Management and Leadership** | | Segment 4 | Business Planning and Entrepreneurship | Segment 10 | Law, Ethics, and Government Regulations | | **Segment 5** | **Human Resources/Personnel Administration** | Segment 11 | Project Management | | **Segment 6** | **Operations and Quality Management** | **Segment 12** | **Career and Professional Development** |   **Timeline of Delivery:**   |  |  |  | | --- | --- | --- | | **Time frame** | **Concept(s) covered** | **Segment linkage** | | Weeks 1 & 2 | Business Environment | 8, 12 | | Weeks 3 & 4 | Government Regulation & Economics | 10 | | Weeks 5, 6, & 7 | Ethics | 10 | | Weeks 8, 9, & 10 | Types of Business Ownership | 4, 8, 12 | | Weeks 11, 12, & 13 | International Business | 1 | | Weeks 14 & 15 | Management | 3,4,5, 6,7,11 | | Week 16 | Leadership, Employee Motivation & Behavior | 5, 8, 9 | | Week 17 | Careers & Workplace Safety | 12 | | Week 17 & 18 | Marketing, Product Development, & Channel Management | 4, 6, 8, 9 | | Week 17 & 18 | MOS Certification & Final Project | 3,4,6,7,9,11 | | |
| **Grading Policy**  Students have the opportunity to complete work with no penalty throughout each unit. Once a unit is complete, assignments associated with that unit are no longer accepted. Students are encouraged to continuously improve project based work within a unit and will be given the opportunity to do so pending instructor approval. | |
| **Course Policies & Procedures**   * If you need to use the bathroom you need to sign out when you leave and sign back in when you return. You must also carry your planner with you. Planner/Pass is limited to one student at a time. * At the end of class, students need to clean up their work area and prepare for departure. Do not line up at the door awaiting the bell prior to dismissal. * All school-wide and district policies regarding computer and internet use are to be followed at all times. * **There are many students in this room throughout the day that suffer from food allergies. Out of respect for their well-being food is not permitted**. Water is permitted. | |
| **Non-Discrimination Statement**  All Career and Technical Education programs, services, activities and employment follow the district’s policies of nondiscrimination on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, or disability. In addition, arrangements can be made to accommodate the ESL (English as a Second Language) population. | |