**Business Management**

**Course Syllabus**

**Course Description:**

This course emphasizes the basic concepts of management and leadership within a business or organization. It addresses characteristics, organization, and operation of business as major sectors of the economy. Students will investigate management issues involved in planning, organizing. leading, and controlling an organization. They will also acquire essential skills in the areas of emotional intelligence; time management, stress management, professional growth and development, communications, and relationship skills.

**Course Competencies:**

Standard 1. Students will recognize the importance of business management and the role of managers as it relates to the success of business.

Standard 2. Students will understand the tools, techniques, and systems that businesses use to plan, staff, lead, and organize resources.

Standard 3. Students will analyze management functions and their implementation and integration within the business environment.

Standard 4. Students will employ leadership skills to achieve workplace objectives.

Standard 5. Students will develop personal management skills (emotional Intelligence to function effectively and efficiently in a business environment.

**Grading will be based on:**

* Daily jumpstarts and activities
* Quizzes
* Tests
* Projects
* Articles

**Grading Policy**

All assignments are expected to be handed in at the beginning of class time on the due date. Five points each day will be deducted for small assignments and 10 points each day for large projects. A zero will automatically be given at the end of the third day.

If you are ill, you will be given an extension on the due date the number of days you are absent from class.

# Classroom Rules

All school rules and common courtesies of any classroom should be followed.

No cell phone use unless directed by the teacher for classroom activity.

Do not download anything from the Internet

No chat lines or emailing of any type.

School computers are not to be used for any personal use.

Clean your keyboard every day before using.

Your area needs to be cleaned up and all books put away and chairs pushed in before leaving the room.

Use the sign out sheet and appropriate pass when leaving the room. Please ask to use the restroom at the beginning of class and only leave the room for emergencies.