**Syllabus**

**Business Management**

**Dual Credit Course**

***Instructor and Class Information***

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| ***Name*** | Mrs. Modl |
| ***E-mail Address***  ***Phone Number***  ***Instructor Hours***  ***Start/End Date***  ***Meeting Times***  ***Course Website*** | [nmodl@cornell.k12.wi.us](mailto:nmodl@cornell.k12.wi.us)  715-861-6947  Prep 2nd Period (8:39 – 9:36) M, W, F (8:40 – 9:41) T, TH  September 4, 2018 – January 18, 2019  Period 4: (10:27 – 11:12) M,W,F (10:36 – 11:25) T, TH  Google Classroom and **mrsmodl.weebly.com/business-management.html** |

**Course Information**

**Course Title:** Business Management

**Course Description**: Within this course, students will learn about the four managerial functions (planning, organizing, controlling, and leading) in contemporary organizations. A series of self-assessment questionnaires provide insights into personal behaviors and help students turn managerial theories into potential personal managerial practices.

**Total Credits:** .5 (High School Credits)  
           3 (College Credits)

**Textbooks:**Understanding Management – 10th Edition, R. Daft & D. Marcic.  Strengths Finder 2.0, Tom Rath.

**Learning Supplies:** Notebook, folder, pen/pencil

Students successfully completing this course will be able to:

* Explain the role of managers
* Examine organizational culture
* Interpret the function of planning
* Compare managerial decision making techniques
* Investigate change management processes
* Analyze behaviors that impact management
* Examine techniques for employee motivation
* Examine effective organizational work teams
* Examine managerial foundations of control

**Core Abilities:** Core abilities address broad knowledge, skills, and attitudes that go beyond the context of a specific course. They are skills that are addressed throughout the course rather than in one specific unit or lesson, are transferable beyond the boundaries of this course, and are essential to your life-long success. These abilities will be considered when determining points for participation, as well as in grading of certain assignments.  The core abilities emphasized in this course are:

* Models Integrity
* Thinks Critically
* Communicates Effectively

**Course Activities**. All activities are designed to increase your knowledge of Leadership.  You will be participating in interactive discussions, in-class activities, surveys, and paper writing.

An overview of graded categories is as follows:

1. **Activities.** Throughout this course you will participate in a number of activities about various management topics. These activities are critical to your learning.
2. **Assignments.** You will also complete assignments on specific topics, which will help you practice and learn the course competencies. There are no quizzes or tests in this course though there may be a final paper or project due the last week of class.

**Course Policies:**

* Cell Phones: Cell phones and other electronic devices must be turned off during class.
* Participation: Chapters are to be read prior to class. You should be prepared to enter class discussions. You will be called upon to provide answers. You are also expected to have completed problems to the best of your ability, and to share your thoughts and process with the class.
* Assignments: Homework assignments are to be completed prior to class. Incomplete homework will result in a 0 grade. Assignments will be accessible in Google Classroom.
* Class Attendance: It is assumed that students will make every attempt to be at all classes and be on time. We all benefit from everyone’s input and experience. If, however, it is necessary to miss class, it is the student’s responsibility to contact me and retrieve makeup work.
* Quizzes: Quizzes will be given throughout the course. There will be no surprise quizzes, and some will be open book/notes.
* Tests: Please try to be present on test days. Cheating and Collaboration are not allowed on exams and will result in a score of a 0 on the test. Makeup tests will be allowed for excused absences.
* Feedback: It is important to me that you know how you’re doing in the course. I will provide individual and group feedback for each major assignment in the course and we will debrief homework in class too. I typically grade assignments within a couple days of due date.
* Respecting Others: We are all individuals and have our own views and perspectives on issues. If you are uncomfortable with a topic or comment made, please let me know. Follow etiquette guidelines.
* Inappropriate Behavior: Name-calling, inappropriate innuendos, personal rude/disrespectful comments, swearing, inappropriate touching, and physical violence are unprofessional and not tolerated in the classroom. Students will be reminded once. If behavior continues, the students will be asked to leave the room immediately and further disciplinary action will be taken.

**Grading Information**

Grading is weighted as follows:

In-Class Activities: 40%

Papers/worksheets: 30%

Presentations: 30%

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| Grade | PERCENTAGE | Grade | PERCENTAGE | GRADE | PERCENTAGE |
| A | 93-100% | B- | 80-82% | D+ | 67-69% |
| A- | 90-92% | C+ | 77-79% | D | 63-66% |
| B+ | 87-89% | C | 73-76% | D- | 60-62% |
| B | 83-86% | C- | 70-72% | F | Below 60% |

**More Important Information about Assignments, Discussion Posts, Grading Policies, and Due Dates.**

**Assignments**

1. Assignments will be detailed in Google Classroom. Lessons will be available on a weekly basis, rather than at the beginning of the course.
2. **Assignment Submission**. Assignments must be submitted through the Google Classroom dropbox in this course, unless otherwise instructed.
3. Late work will not receive full credit.  Exceptions will be handled on an individual basis at the instructor’s discretion.