**Syllabus**

**Principles of Management**

**Dual Credit Course**

***Instructor and Class Information***

|  |  |  |
| --- | --- | --- |
| ***Name*** | Mrs. Modl |  |
| ***E-mail Address***  ***Instructor Hours***  ***Start/End Date***  ***Meeting Times***  ***Course Website*** | [nmodl@cornell.k12.wi.us](mailto:nmodl@cornell.k12.wi.us)  Prep 7st Period (1:29-2:12)  August 25, 2021 – January 14, 2022  Period 3: (9:32-10:15) - In Person Period 4: (10:18-11:01) - Online  Google Classroom |  |

**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.

***Classroom Policies***

* + **Cell Phones:** Cell phones are not allowed in the classroom. If I catch you with it, you will be written up without warning and receive a detention.
  + **Backpacks:** Backpacks are not allowed in the classroom. If you choose to carry a backpack between classes, they are to be left outside the classroom in the designated area.
  + **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:** Assignments are expected to be completed during the provided class work time. If you do not finish (or utilize your time) you will be expected to take home for homework.
  + **No Zeros:** Homework is not graded; however, you will be expected to complete assignments for practice and understanding. If you are not completing the work or participating in class, you will be claimed during my Chief Time. If you are still not working during the time, you will be assigned to academic lunch until the work is completed.
  + **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:** Homework is not graded; however, you will be given homework quizzes to assess your understanding.
  + **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.
  + **Test Retakes:** All students will be given the opportunity for 2 retakes. If a student receives a grade below a C- , they will be required to retake. Everyone else has the opportunity if they would like.
    - ***You will NOT be allowed to re-take test for CVTC credit. I will keep 2 gradebooks that will reflect a high school credit grade and CVTC credit grade.***
  + **Test Retake and Make-up Times:** All test retakes or make-ups are to be completed within 5 school days of the received grade. You are able to retake or make-up tests before school, after school, or during academic lunch (online classes differ).
  + **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 innuendoes, 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 discipline action will be taken.

**Grading Information**

Grading is weighted as follows:

In-Class Activities: 40%

Papers/worksheets: 30%

Presentations: 30%

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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.