

BUSINESS MANAGEMENT

Syllabus

Instructor

Mr. N. Graham

Email

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Office Hours

TBA – email me for now.

ROOM

145

Course Overview

Course Number: BB40

Prerequisite: BF10 Principles of Business & Finance

This course is designed to introduce students to core management concepts. The experience includes how managers plan, organize, staff, and direct the business's resources that enhance the effectiveness of the decision-making process. Students will work through ethical dilemmas and problem-solving situations with customer service while applying academic and critical-thinking skills. English language arts is reinforced.

Course Materials

These items will be helpful for the student to be prepared and organized for the class.

- 1” 3-ring notebook/binder to keep notes/work from assignments
- Pen and/or Pencil
- Tabbed dividers to keep notebook organized (optional)
- Notebook paper
- Use of a computer with internet will be very helpful. **A MUST ☺ !!**

Course Outline

- 1.00 Understand the planning and organizing role of management
- 2.00 Understand the staffing and directing role of management
- 3.00 Understand the relationship between customer service and business management

Make up Work Policy

Students have until the end of the week to complete their work for that week. If a student is going to be out please notify the teacher as soon as possible.

Grading Scale

Letter Grade	Range	Quality Point
A	100-90	4
B	89-80	3
C	79-70	2
D	69-60	1
F	59-0	0

Class Expectations, Rules, & Consequences

Rules

- Obey all school rules that are already in place.
- Arrive to class on time – if late you **MUST** have a pass, or you will be sent to go get a pass
- Have all materials for class ready to work and computers already charged.
- **PARTICIPATE IN ALL THE CLASS DISCUSSIONS**
- Raise your hand and wait to be recognized before speaking
- **RESPECT** yourself and others **ALWAYS**.
- Be **RESPONSIBLE & ACCOUNTABLE** for your character and your work. Complete all work, discussions, quizzes, and projects given in the time frame given to you.

Consequences

ANY offense – you will be given a warning the first time after that an administrator will be notified, and parent contacted.

Technical Issues

Technical support is provided by Central Cabarrus High School. The instructor is not required to provide technical support for non-course related questions. However, the student is expected to inform Mr. Vincent the Instructional Technology Facilitator as well as the teacher via email or during class with any technical problems that may delay an assignment due date. Students are responsible for saving and submitting all assignments correctly.

Additional Information

Aligned Career Technical Student Organizations:

- ❖ Future Business Leaders of America (FBLA)
 - ❖ Distributive Education Clubs of America (DECA)
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- **Students will have a Business Dress Day once a month.**