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**Business Management Syllabus** \*2019 - 2020 \*

**Teacher:** Mrs. Frahm

**Phone:** 208-482-6074 ext. 225

**E-mail:** frahmp@cossaschools.org

**Room:** 107

**Office Hours:** 7:30 a.m. – 3:30 p.m.

**Course Description:** Business Management explores the concepts of management, supervision, decision making, customer service, accounting, and business law. Emphasis will be on Production and Marketing Management. Students will use simulations and Business Projects.

**Textbook/Materials:** [www.aeseducation.com](http://www.aeseducation.com) and Business Management Simulation software.

**CLASS INFORMATION AND EXPECTATIONS**

* *Arrive to class on time*
* *Be prepared with supplies, coursework*
* *Show respect for others*
* *Ask questions!*
* *Utilize resources and time efficiently and properly*
* *Listen carefully and follow directions*
* *Engage and work hard in class*
* ***Use of cell phones or iPods are encouraged in the development of management concepts.***

**Attendance:** There is no such thing as an “excused” absence. Although there may be times when it is physically impossible to be present in class, this is a “reason”, not an “excuse”. Every day is important! Your success in this course is directly related to how often you are present. If you are absent, it is your responsibility to get the work and notes that you missed. If you are on campus during any portion of the school day, any scheduled quizzes or tests must be taken. It is your responsibility to come see me if you arrive late to school or leave early and miss my class period.

**Tests and Quizzes**: Students will be notified in advance of quizzes and tests. All tests and quizzes are available for review in the assignments completed basket.

**Course Outline:**

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| Week 1 | Management - Students will learn the fundamental functions of management (Planning, Organizing, Evaluating/Controlling, Leading/Directing), types organizational structures of businesses, characteristics of a good manager, and how to manage in certain situations. |
| Week 2 | Customer Service - The Customer Service module is purposed to help students understand the importance of an employee’s role in customer service and the importance of customer service in business. |
| Week 3 | Business Communication - This module introduces students to the principles of communication including the sender-receiver model. Students will learn effective verbal, nonverbal and collaborative skills. |
| Week 4 | Written Communication - Students will learn how to write effective business communications, specifically emails and letters. This module includes hands-on projects that require Microsoft Word. |
| Week 5 | Accounting - This module introduces students to business accounting. They will learn the definition and purpose of accounting; transactions, accounts, debits and credits, and the accounting equation; the double-entry method; the accounting cycle; and financial analysis. Students get to practice entering transactions in simulated exercises, and by completing transactions in Microsoft Excel. |
| Week 6 | Business Law - Students will learn to distinguish between illegal and unethical behaviors and learn about the consequences of their actions in business scenarios. Students find out where laws come from, and how laws impact businesses. Finally, students will learn about the types of legal business entities. |
| Week 7 - 9 | Project - Business Management Simulation |

**Grading:** Students earn their grades by actively participating in class and completing class work, quizzes, projects, participation, tests and end of quarter exams. Assignments that are submitted without a name will receive a grade of zero on the assignment.

30% Participation in class, projects

30% Classroom assignments

20% Business Management Simulation

20% Test and quizzes

**\*\* Note: Mrs. Frahm retains the right to make changes, additions, and deletions to the course \*\* throughout the course. Students will be made aware of any changes.**

Dear Students and Parents,

Please sign and return this portion of the page by **Thursday, August 22, 2019**. If you have any questions, please feel free to contact me by email and I will promptly respond.

Thank you,

Mrs. Frahm

Mrs. Frahm,

We have read and understand the course syllabus for the Marketing course.

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Student Name (Print) Student Signature Date

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Parent/Guardian Name (Print) Parent/Guardian Signature Date