

Intro to Business Management

Molalla High School; Winter 2021-2022

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Office Hours: Daily 2:45-3:15 or by appointment

Description:

This trimester-long course is designed to provide a basic understanding of the essential elements of management. The course will introduce the student to the fundamental management functions including planning, organizing, leading, and controlling. These management functions will encompass practical applications of management theory. The course will focus on the following skills: communication (oral, written, non-verbal, and listening), problem solving, teamwork, decision making, conflict resolution, critical analysis and ethical reasoning. Students will be introduced to work related situations that will help foster the management skills necessary for a successful future.

This is a writing and reading intensive course. Students will be reading and writing on a daily basis to both develop and demonstrate skills in the course.

Targets:

- Make effective use of relevant **terminology**, concepts and methods and recognize the strengths and limitations of ideas.
- Understand the main functions of **managers**.
- Define at least three theories of **motivation** and explain their application.
- Understand the basic concepts of interviewing, hiring, training, and **employee** discipline.
- Understand why organizations need a structure and analyze the different types of **organizational structure** that can be adopted.
- Understand what is meant by **effective communication** and appreciate the importance of feedback, choice of medium and clarity of message.
- Understand the meaning of corporate strategy and **strategic management** and analyze the need for them.
- Undertake and interpret a **SWOT** and **PEST** analysis.
- **Write** clearly and coherently (English standards will be used).
- Demonstrate **employability** skills by being present in class, arriving on time, and turning assignments in on due dates.

Expectations

Be respectful of both people and materials. No disrespectful language or behavior will be tolerated.

Come to class on time and prepared. The school attendance policies will be followed. *Do your best* on every assignment. The best way to learn is to give as much effort as you can and ask for help when you get lost. (Come to office hours!)

Evaluation

A student who does not meet expectations on a learning target may do revisions or retake the assessment (at the teacher's discretion) within a given time frame. Do not think you may use one of those opportunities if you did not complete work for a learning target. **No extra credit is given in this course.**

If absent the day of a test or on a project due day, the test will be taken the day you get back or the project is due the day you get back.

Learning targets will **comprise 70% of the grade in this class.** I will take the highest score from students on a given target if all opportunities are completed. The **remaining 30%** will be made up with daily work, practice assignments, and the final. These may not be made up for credit. If the work was completed outside of class and you had an excused absence you have as many days as you were absent to complete the work missed.

Materials

One 1" binder and/or one 70-page spiral devoted to this class.
Writing utensils

Recommended:
Highlighter(s)
Sticky notes

Grading Scale

Score	Percentage	Letter Grade
4/Exceeds	91-100%	A
3.5	81-90%	B
3/Meets	68-80%	C
2-2.5/ Needs Improvement	60-67%	D
1/ Does Not Meet	1-59%	F
0/ No Evidence	0%	F

The above table is based on Molalla High School Proficiency Grading policy. A BLANK in the grade means the student has not yet completed the work. A ZERO means the student did not complete the work in the time frame, and will not receive credit.

Attendance and Absences

Students are expected to be in class, prepared, and participating each day. It is the **responsibility of the student** to obtain any notes or make up an assessment if he or she is absent for a class. Prearranged absence forms should be used whenever possible. The school's attendance and tardy policy will be followed.

Week 1

- Syllabus and course overview
- Class materials review
- Introduction to Management

Week 2

- Introduction to Management
- Motivation

Week 3

- Motivation
- Human Resource Management

Week 4

- Human Resource Management
- Interview and Hiring Selection

Week 5

- Recruiting and Selecting Staff Project

Week 6

- Human Resource Management

Week 7

- Organization Structure

Week 8

- Organization Structure
- Business Communication

Week 9

- Business Communication

Week 10

- Strategic Management

Week 11

- Finals

Week 12

- Finals

Conferences: ____February 4, 2022____

Final Exam: ____March 16, 2022 ____

Detach Here -----

Introduction to Business Management

Student Name _____

Period _____

Parent Name _____

Parent Signature _____