



Business Connections/FBLA

(Business Management)

Mr. Dave Craig
Room 216

COURSE DESCRIPTION

This course is about preparing individuals to supervise and manage the operations and personnel of business offices and management-level divisions. Included are instruction in employee supervision; management and labor relations; ethics and social responsibility; budgeting; scheduling and coordination; business systems operations and maintenance; business records management; business planning and organization; and evaluation of business data. Future Business Leaders of America is the leadership component and is an integral part of the course.

TEXT

The text for this course is *Business Principles and Management*, South-Western, 2004.

COURSE QUESTIONS

1. How do personal management skills enable individuals to function effectively and efficiently in a business environment?
2. How has the evolution of management affected worker productivity?
3. How are the functions of management implemented and integrated within the business environment?
4. What is the role of ethics and social responsibility in decision making?
5. How do information and technology tools aid in effective and efficient business practice?
6. What are the record keeping systems needed in large and small businesses?
7. How does government regulate the different kinds of business ownership?
8. What are the issues of managing in the global environment?

PERFORMANCE TASKS

What are the students supposed to learn?

- Leadership skills
- Decision making skills/planning process
- Goal setting
- Communication techniques
- Ethics and social responsibility
- Business organizations
- The role of technology in business
- Budgeting and recordkeeping
- Preparation for FBLA competitive events

ATTENDANCE

Poor attendance is the most common cause of academic failure. It is important to me that each student is successful, so good attendance is a very high priority. I will follow the policy listed in the HHS Student Handbook. There is a 10 absence limit per semester. On the 11th absence, a student is at risk for losing credit for this class. These absences do not include school-related absences or suspensions.

CHAPTER QUIZZES AND UNIT TESTS: Quizzes will be given at the end of each chapter covered in class. A review session will precede these quizzes. Tests will be given at the end of each major unit. Quizzes and tests missed because of an *excused* absence must be made up (before or after school) within three days of your return to school. (**NOTE:** You must arrange this with Mr. Craig.)

DAILY WORK/HOMEWORK: Daily Work/Homework includes any assigned work that will be turned in or presented to the class and may include handouts, essay-style writings, bookwork, group work, charts, etc. Daily work missed due to an *excused* absence must be made up within three days of your return to school. Work turned in after three days will have 10-50% deducted.

BUSINESS HABITS/LEADERSHIP: Students will be graded on their business habits and leadership. The following will factor into this grade: attendance; punctuality; classroom participation and behavior including language, work habits and attitude. You will also have the opportunity to earn leadership points by participating in our school's Future Business Leaders of America chapter. (**NOTE:** You will have many options for earning leadership points, but you must record your leadership activities on your Leadership Form.)

CURRENT EVENTS: You must find a recent newspaper, magazine, or Internet article relating to business. It should be dated within the last month. You will need to provide a copy of the article and in addition you will need to complete a Current Event Summary Sheet. I may ask students to read their findings aloud.

NOTEBOOKS: Notebooks are an easy way to organize all your class materials for easy access and reference. I think you will find it helpful to keep a notebook for most of your classes. In my class, I will require each student to use a three-ring binder. This notebook will be collected and graded at the end of each quarter. The notebook should include an assignment calendar, teacher prepared materials, class notes, returned homework, quizzes and tests. These sections should be organized with dividers between them. Students should keep all of their work for the term for the purpose of reviewing, as well as having proof of completing all assigned work.

The grading of your notebook will be based on the following parts:

- All assignments completed and neatly in order
- Complete, neat, and well organized notes from class and from readings
- Assignment calendars are completed and accurate
- All returned quizzes and test kept together and in order
- Overall notebook organization and appearance.

CLASSROOM PROCEDURES TO FOLLOW WHILE IN BUSINESS CONNECTIONS

- Be courteous to others at all times.
- Use appropriate language for the classroom.
- Be prepared—come to class with the necessary supplies and assignments.
- Listen when someone else is talking and we will do the same for you.
- Work quietly, without disturbing those around you. Be on task without reminders.
- Be honest! No cheating.

Cheating is defined as using or copying all or part of someone else's work and handing it in as your own. Cheating also includes looking at or attempting to look at another student's work. Included in this definition are those students who knowingly allow someone to copy their work during a test or an assignment.

- No talking during tests or quizzes.
- Have a positive attitude about learning and work (assignments, grades, instruction, etc.)
- Participate in class discussions, activities, learning, group work, etc.
- Your table is your personal space in the classroom. Keep it neat. Please push in your chair at the end of class.
- Keep all electronic devices, including headphones, put away and turned off during class. This includes cell phones. With advanced permission, (special circumstances) you may leave your phone on vibrate mode. There will be penalty points for cell phones that ring during class.
- Only one person at a time may leave class with the pass. You must sign out for the pass and must return within five minutes.
- Remain seated in your assigned seat until the bell rings at the end of the period.
- Please label your papers with the following: (A) The chapter and the assignment in the UPPER LEFT-HAND corner of the paper and (B) the heading in the UPPER RIGHT-HAND corner. See example below.

Assignment 1 Leadership	Your First and Last Name Period 4 September 9, 2009
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Once you have read this syllabus, please sign below. Then have your parent/guardian sign it also. Return this signed by Friday for 20 points.

(Student Signature) (Date) _____
(Parent/Guardian Signature) (Date)