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|  | Business Management | Syllabus |

**Grading Scale**

A = 100% - 90%

B = 89% -80%

C = 79% - 70%

D = 69% - 60%

F = 59% and Below

**What We Grade**

*Formative (20%)*

*Daily Assignments*

*Summative (80%)*

*Projects, Quizzes and Tests*

**About the Course**

This class is designed to provide students information about what business is, how it is organized, how it operates, and how it is managed. Topics of this course include: strategic planning, management functions, leadership skills, business ethics, human resource management, financial decision-making, marketing strategies, and entrepreneurship. The final project of this class will be the completion of a business plan. This class is appropriate for anyone considering a career in business or becoming a business owner. Credit at Southeast Community College can be granted for this course in combination with other Business or Marketing courses.

**Topics Covered**

* Management Functions and Theories
* Business Organization
* Personal Management Skills
* Ethics and Social Responsibilities
* Human Resource Management
* Organized Labor
* Technology and Information Management
* Financial Decision Making
* Operations Management
* Global Perspective

**Classroom Expectations**

* Be respectful of yourself, others, and all property.
* Stay on task
* Follow Directions
* Use Appropriate Language

**Objectives**

* Analyze the management functions and their implantation and integration within the business environment.
* Develop personal management skills to function effectively and efficiently in a business environment.
* Analyze the organization of a business.
* Examine the role of ethics and social responsibility in decision-making.
* Describe human resource functions and their importance to an organization’s successful operation.
* Analyze a business organization’s competitive position within the industry.
* Analyze financial data influenced by internal and external factors in order to make short-term and long-term decisions.
* Examine the issues of managing in the global environment.

**Contact Information!**

**Mr. Johannes**

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* Define entrepreneurship as recognizing new business opportunities and operating and maintaining that business.
* Define intrapreneurship as opportunities for new business development within an existing business.