

Business Management

Mr. Roggenbuck - Room 100

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Course Description:

Principles of Business Management focuses on the roles and responsibilities of managers as well as opportunities and challenges of ethically managing a business in the free enterprise system. Students will attain an understanding of management, team building, leadership, problem solving steps and processes that contribute to the achievement of organizational goals. The management of human and financial resources is emphasized.

Length: 1 year (2 credits) **Recommended Grades:** 11-12 * **Dual Credit, Ivy Tech**

Materials Needed:

Pen/Pencil, Notebook, Textbook, iPad, Google Classroom Account, Folder

Grades/Assignments:

The following assignments will be assigned each chapter.

- Vocab (10-15 points)
- PowerNotes (10-15)
- Chapter Review Assignments (20-30 points)
- Chapter Test (50 points)

Most chapters will also have some sort of additional assignment/project as well. The points for these assignments will vary.

Textbooks:

All students will be assigned a book which will be needed everyday. You may leave the book in the room at your own risk. Each day take the book which was assigned to you. You must turn in the book assigned to you at the end of the semester.

Classroom Rules:

[See Attached](#)

Procedures:

- **Fire Drill:** Exit the room, turn right, exit the front doors, meet by the big tree off the sidewalk for attendance.
- **Tornado Drill:** Exit the room, turn left at the Athletic Office, assume tornado position with book over your head (away from windows), no talking.
- **Lockdown Drill:** Move to the floor towards the back of the room. Stay out of view of the windows. Take your belongings with you.
- **Turning in Assignments:** Discuss as a group
- **Exiting the Room:** Stay in your seat until the bell rings
- **Supply Use:** You may use any of the materials on the front table: Kleenex, sanitizer/wipes, pencil sharpener, stapler, tape

Useful Information

- **Make sure to enroll into google classroom.**

Topics Covered

Chapter	Content	Duration
1	Managers and Managing <ul style="list-style-type: none">- Role/work of managers- Historical Development of management- Managing in the 21st Century	2.5 weeks
2	Management, Supervision, and Decision Making <ul style="list-style-type: none">- Increasing mgt effectiveness- Effective supervision- Managing w/ Information	2.5 weeks
3	The Manager as Leader <ul style="list-style-type: none">- Importance of Leadership- Developing Leadership skills- Leadership Styles- Employee Issues/Work Rules	2.5 weeks
4	Planning and Organizing <ul style="list-style-type: none">- Planning Function- Using Planning Tools- Organizing Function- Developing Effective Organizations	2 weeks
5	Implementing and Controlling <ul style="list-style-type: none">- Implementing Function- Motivation/Change- Controlling Function- Using Performance Information	2 weeks

6	Characteristics of Business <ul style="list-style-type: none">- Nature of Business- Changes in the world of business- Contributions of Business	2.5 weeks
7	Social and Ethical Environment of Business <ul style="list-style-type: none">- Human Resources- Society Issues- Ethical Issues & Social Responsibility	2
9	International Environment of Business <ul style="list-style-type: none">- Importance of International Business- Forms of International Business- Theories of International Trade Investment	2