



BELLOWS FREE ACADEMY

St. Albans, Vermont

Business Department Course Syllabus

Course Name: *Business Management*

Course ID: *10643*

Course Credits: *.5*

Instructor: *Mrs. Perrault*

Year/Term: *2019-20*

Room: *W115*

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Course Information

Description:

This course is designed for students who want to learn the fundamental concepts of the business world and will help students lay the groundwork for managerial competence in the global marketplace. Some of the general goals of the course are: how business and communities depend on each other to prosper; discussion of the factors that make our economic system successful; and why our economic system is the envy of the world in terms of standards of living and the production of goods and services. Students will utilize this information to understand how a successful business is managed.

Instructional strategies will include: class discussion, presentations, demonstrations, internet research, and guest speakers.

Prerequisites:

Freshman, sophomore, junior, or senior standing (seniors have priority)

Course Standards:

1. *Business Concepts* - *Students can comprehend and demonstrate the basic concepts presented within the Business Curriculum.*

2. **Career and College Readiness** - Students can identify their career interests and what steps are necessary to further their education at the postsecondary level and/or the world of work.
3. **Effective Communication Skills** - Students can present ideas coherently with a clear or creative sequence whether writing or speaking while demonstrating a command of the conventions of standard English spelling, grammar, and usage.
4. **Financial Literacy** - Students can solve financial problems correctly and precisely with a logical progression of steps with a detailed explanation of those steps when applicable.
5. **Soft Skills** - Students can demonstrate the necessary interpersonal skills to solve problems, communicate and collaborate effectively, and utilize leadership skills to take initiative and responsibility for their personal decisions and actions.
6. **Technology Application** - Students can use technology as a tool to solve problems and present material while practicing responsible digital citizenship.

Business Management -NBEA STANDARDS

BM-1 Management: Examine the role of ethics and social responsibility in decision making.

BM-2 Management: Business Organization: Analyze the organization of a business.

BM-3 Management: Management Functions: Analyze the management functions and their implementation and integration within the business environment.

BM-4 Management: Financial Decision Making: Analyze financial data influenced by internal and external factors in order to make short-term and long-term decisions.

BM-5 Management: Describe human resource functions and their importance to an organization's successful operation.

BM-6 Economic Systems: Explain why societies develop economic systems, identify the basic features of different economic systems, and analyze the major features of the U.S. economic system.

BM-7 Economics: Markets and Prices: Analyze the role of markets and prices in the U.S. economy.

BM-8 Economics: The Role of Government: Analyze the role of government in economic systems, especially the role of government in the U.S. economy.

BM-9 Marketing: Analyze the elements of the marketing mix, their interrelationships, how they are used in the marketing process, and their role in positioning.

BM-10 Communication: Apply interpersonal skills in personal and professional environments to communicate effectively.

Transferable Skills:

1. Clear and Effective Communication

- Presentation and organization of information
- Poise
- Collaborative discussion

2. Self-Direction

- Demonstrate initiative and responsibility for learning
- Complete assignments in a timely manner.
- Demonstrate flexibility with learning and persevere in challenging situations.

3. Responsible and Involved Citizenship

- Take responsibility for personal decisions and actions
- Working collaboratively with others.
- Use technology and digital media responsibly.

Required Text and Student Materials:

Text: Business Principles and Management, South-Western
A pen or pencil, a folder, and a positive attitude are helpful

Scoring

A course score average of 3 or better will receive credit for the course.

For example:

Standard - Reading: 4

Standard - Writing: 2

Standard - Speaking and Listening: 3

Standard - Language: 3

Course score = 3

Standard and Course Scoring Procedures

To calculate standard scores for a reporting period, the default method would be to average the scores within a standard. The average of the proficiency is the **lowest score** a student could receive.

If the **trend** within the standard over time shows a growth of learning not represented by the average, the teacher has the right to **increase** the final standard score, **but not decrease it**.

For example, in Standard 1, the teacher might think the final score would be better represented by a score of 3.0 and the teacher could increase it (see the highlight score).

	Assignment 1	Assignment 2	Assignment 3	Assignment 4	Average	Trend
Standard 1	2.0		3.0	3.5	2.8	3.0
2	3.0	3.5		3.0	3.2	
3	2.5	3.0	3.5	3.0	3.0	
4	2.0		4.0		3.0	
				Course Score	3.0	3.1

Trend Scoring

- We believe students should not be penalized for struggling in the process of learning. With trend scoring, student **growth and progress** is celebrated. A student's score reflects where they are at that *point in time*, while taking into account the **growth over time as a positive factor in the student's overall score**.
- Growth over time also accounts for a student's consistency in progress toward achieving proficiency.
- It is the teacher's judgement whether or not to use a scoring average or a scoring trend.

Assessment Policy

Learning will be assessed through performance tasks, written reflection, projects, presentations, as well as pre-assessments, formative and summative assessments.