

SYLLABUS

Business Management

Instructor: Mr. Alvarado

Room: B200

Phone: 956-271-1600 ext. 4111

Email: Use the contact me on school website



Course Description:

Business Management is designed to familiarize students with the concepts related to business management as well as the functions of management, including planning, organizing, staffing, leading, and controlling. Students will also demonstrate interpersonal and project-management skills

Course Outcomes:

The objectives of this offering are to:

- To acquire the basic understanding on how to manage a business.
- Understanding of business terms and principles
- Acquire soft skills needed in the business field

Text/Materials/Web:

Material: All lesson material will be obtaining via Google Classroom

Other Online Sources: Typing.com, Newsela, and iCEV, Smart Sim

Supplies: Access to your school email (username and password needed)

Teaching Methods:

1. Online Lectures: Online lectures will be conducted daily. Every student should be present in their appropriate google classroom. Class starts promptly at the given time and will be recorded. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: All assignments will be assigned via Google Classroom they will have due dates and time. You will be issued a numeric grade for every assignment.
3. Projects: Students will be required to complete group and individual projects online.
4. Participation: Student participation will be graded by the level of online participation and attendance.

Grading:

Semester Average:

<u>Assignment</u>		<u>Weight</u>
Daily Work		
Warm-up		
Participation		
Quizzes	—————→	40%
Tests		
Projects	—————→	60%

Course Policies:

Missed Online Classes: All students are responsible to log into their appropriate online classes and visit the day they were out. All lessons will be posted. Any questions about an assignment email instructor.

Assignments: All online assignments will have a due date please make sure to adhere to the due date. You can get a visual of what is due by viewing your google calendar.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper, or project; failure in course. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks.

Posting of Grades: All numerical grades will be posted on SKYWARD. Students and Parents are responsible for obtaining access to SKYWARD and checking it daily. Grades will also be posted in Google Classroom when applicable.

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