SYLLABUS
Business Management
Instructor: Mr. Alvarado
Room: B200
Conference: 5th Block
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. Topics covered include defining an entrepreneur, recognizing an opportunity, starting, and operating a business, how to market a business, managing sales, and basic financial management.

Course Outcomes:

The objectives of this offering are to:

- To Pass your NOCTI – General Management Certification Exam
- To acquire a basic understanding of 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: NOCTI, iCEV

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

Teaching Methods:

1. Lectures: lectures will be conducted daily. Class starts promptly. Class discussion is encouraged.

2. Assignments: A variety of assignments will be assigned via Google Classroom, iCEV, GMetrix and or in class discussions. Number grades will be given following school grading procedures.

3. Exams: will be given as a major grade. Short Exams will be tailored to prepare you for the Entrepreneurship and Small Business Certification Exam.

4. Projects: Students will be required to complete group and individual projects online.

Grading:

<u>**Semester Average:**</u>

<u>Assignment</u>		<u>Weight</u>
Daily Work		
Participation		
Quizzes	⟶	40%
Tests		
Projects	⟶	60%

Course Policies:

<u>Missed Classes</u>: All students are responsible to be in person for the 2023 -2024 school year. All lessons will be posted in google classroom. It is the student's responsibility to contact his/her instructor should they be out for any reason and will be responsible for assignments during that time out according to the district policy. Any questions about an assignment should be addressed via email to the instructor.

<u>Academic Dishonesty</u>: 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. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks.

<u>Posting of Grades</u>: All numerical grades will be posted on Google Classroom and synced to SKYWARD. Students and Parents are responsible for obtaining access to Skyward. Skyward is the official grade book.

SEMESTER 1

Week #	Week Of	Concepts Name	Notes
1	8/21/2023 – 8/25/2023		iCEV, Google Platform, Google Activities
2	8/28/2023 – 9/1/2023		iCEV, Google Platform, Google Activities
3	9/4/2023 – 9/8/2023		iCEV, Google Platform, Google Activities
4	9/11/2023 – 9/15/2023		iCEV, Google Platform, Google Activities
5	9/18/2023 – 9/22/2023		iCEV, Google Platform, Google Activities
6	9/25/2023 – 9/29/2023		iCEV, Google Platform, Google Activities
7	10/02/2023 – 10/6/2023		iCEV, Google Platform, Google Activities
8	10/9/2023 – 10/13/2023		iCEV, Google Platform, Google Activities
9	10/16/2023 – 10/20/2023		iCEV, Google Platform, Google Activities

Notice This timeline is tentative and subject to changes.

Week #	Week Of	Concepts Name	Notes
		SEMESTER 2	
1	10/23/2023-10/27/2023		iCEV, Google Platform, Google Activities
2	10/30/2023-11/3/2023		iCEV, Google Platform, Google Activities
3	11/6/2023-11/10/2023		iCEV, Google Platform, Google Activities
4	11/13/2023-11/17/2023		iCEV, Google Platform, Google Activities
5	11/27/2023-12/1/2023		iCEV, Google Platform, Google Activities
6	12/4/2023-12/8/2023	STATE TESTING WEEK	
7	12/11/2023 - 12/15/2023	STATE TESTING WEEK	
8	12/18/2023-12/22/2023	Semester Exams	iCEV, Google Platform, Google Activities
9			
10			