

# Lyons High School

## Course Syllabus – Business Management

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Room: 131	Course Length: Fall Semester	Business Management & Admin Career Cluster

### Course Description

This course is an introduction to the critical management skills involved in planning, structuring, controlling and leading an organization. It provides a framework for understanding issues involved in both managing and being managed, and it will help you to be a more effective contributor to organizations that you join.

### Course Competencies/Learning Objectives

- **ACADEMIC FOUNDATIONS:** Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.
- **COMMUNICATIONS:** Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.
- **PROBLEM-SOLVING AND CRITICAL THINKING:** Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.
- **SYSTEMS:** Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.
- **SAFETY, HEALTH AND ENVIRONMENTAL:** Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.
- **LEADERSHIP AND TEAMWORK:** Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.
- **ETHICS AND LEGAL RESPONSIBILITIES:** Know and understand the importance of professional ethics and legal responsibilities.
- **EMPLOYABILITY AND CAREER DEVELOPMENT:** Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.
- **TECHNICAL SKILLS:** Use the technical knowledge and skills required to pursue the targeted careers for all pathways in the career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.

### Required Text

- Business Management, 13e

### Required Supplies

- School issued laptop
- Pencil
- Paper

## **Student Evaluation/Grading**

The following grading scale will be used:

A	100-90
B	89-80
C	79-73
D	72-68
F	67-0

Tests and Projects	30%
Assignments	60%
Final	10%

## **Classroom Expectations**

- Arrive to class on time
- Be prepared
- Respect your classmates and teacher
- Give your all, all the time
- Be responsible for your actions
- No eating, drinking (Only clear water bottles allowed), cell phones, or iPods permitted in the classroom

## **Attendance Policy**

Regular and prompt class attendance is an essential part of the educational experience. Lyons High School expects students to exercise good judgment regarding attendance and absences. Students will accept full responsibility for ensuring their work does not suffer because of absences. All students are expected to attend every scheduled class on time. Exceptions may be made for illness and valid emergencies.

## **Tardy Policy**

Tardies are a classroom disruption and will be handled as a disciplinary action. Students are expected to be in their assigned seats and ready to start when the bell rings. This includes having a pencil and paper ready to use and being logged in and ready to use their computer.

## **Assignment/Make Up Policy**

Make up work will be completed after school, or before school with special permission from the teacher concerned. This applies to all athletes and students who have jobs after school. The student is responsible for asking for their assignment from their instructors.

## **Plagiarism/Cheating**

Plagiarism is the practice of copying words, sentences, images, or ideas for use in written or oral assessments without giving proper credit to the source. Cheating is defined as the giving or receiving of illegal help on anything that has been determined by the teacher to be an individual effort. Both are considered serious offenses and will significantly affect your course grade.