

Business Management 40S Course Outline

Business and Marketing Education

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1. Description: Business Management 40S is designed to give you the tools to better understand, motivate, and compensate employees. There is a unit at the end of the course that will focus on managing money within an organization.
2. Rationale: There has been a large turnover of managers in the workforce, and this has led to a high demand for their services. To be successful as a manager, you must know the duties and be able to effectively complete them. Today this is a complex process and managers must study all of the theories in a system type of approach. The course is designed to provide students with the knowledge and skill to be able to achieve this.
3. Goal: Students can perform the duties of a manager in any type of business environment.
4. Objectives: The course is broken down into 5 units. Each of these units has a general objective and several specific ones to accomplish it. We will be utilizing both a written text and some online text and simulations to achieve these objectives.
 - A. Defining the Managers Terrain
 - A.1) Introduction to Management and Organizations
 - A.2) The History of Management
 - A.3) Organizational Culture and the Organization Environment
 - A.4) Managing in a Global Environment
 - A.5) Managing Responsibly and Ethically
 - B. Planning
 - B.1) Decision Making
 - B.2) Foundations of Planning
 - B.3) Managing Strategically
 - B.4) Planning Tools and Techniques
 - C. Organizing
 - C.1) Organizational Structure and Design
 - C.2) Managers and Communication
 - C.3) Managing Human Resources
 - C.3) Managing Change and Innovation
 - D. Controlling
 - D.1) Foundations of Control
 - D.2) Managing Operations

E. Applies Decision Making Strategies in Case Studies

F.1) Applies case study format decision making

F.2) Utilizes Internal and External analysis

F.3) Designs a break-even analysis

F.4) Performs a marginal analysis

5. Delivery Methods: The course includes text readings, films, case studies, discussions, packages and simulations.

6. Evaluation: The course will use a variety of methods to determine the final grade of a student. Students may be exempted from the exam if they are able to achieve an 85% average. Students are expected to follow all of the policies outlined in the student handbook and the ones established for the business and marketing education courses. Assessments will be formative and summative. Assignments are given for the purpose of improvement and to determine if student learning has occurred. Summative assessment is designed to measure student achievement of the outcomes for the course. Summative assessments will include reports, practical, tests, and projects and these will make up the student's final grade for the semester.

7. <u>Criteria</u>	Marks Available
A. Unit Tests	30
B. Projects.....	20
C. Assignments.....	10
D. Final Project.....	40
Total	100

❖ **All Formative Assignments, Projects and Assessments must be completed in order for a student to achieve this credit.**

8. Digital Citizenship You are here to learn, and your device can be part of that learning experience. You will continue to learn when to use your device appropriately. If you are not using your device respectfully or it is getting in the way of your learning you will be asked to put it in the instructor's desk for the class or possibly longer. A denial of such a request will be seen as defiance and will lead to expanded intervention.

9. Class Expectations

Learning We are here to learn and our behavior will always represent that fact.

Respect- For ourselves, others and our environment

Responsibility- For our mistakes because this is the best way to learn and grow.

Safety- Always be considerate for the safety of others and yourselves and act accordingly.