



Advanced Business Management BE4201
Course Syllabus 2021-2022
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Course Description

This course is designed to be the second of two sequential Business Management courses of the completer requirement for students enrolled in the Business Management pathway. This course provides students with the knowledge that will prepare them for post-high school levels of education and entry-level positions in the workforce. Focus will be on the role of business in society, the changing nature of contemporary business practice, major management concepts and theories, the processes of management (functional, operational, human relations), business law and ethics, and business communications. Career paths will be examined and the use of business management knowledge in a variety of career clusters is also explored. Awareness of ethical issues and application of ethical decision-making models will be reinforced throughout the course. Successful completion of this course earns one credit.

Prerequisite(s): Principles of Business Administration and Management and Principles of Accounting and Finance

Goals for Student Learning

Students will increase their acquaintance with the principles of administration and management of businesses.

Textbook and Materials

School provided (online): Burrow, JL PhD, Kleindl B.A., PhD, & Becraft, MB, DMgt(Eds), 2016, *Business Management* (14th ed.). Boston, MA: South-Western CENGAGE Learning

Student Provided:

****Spiral or Composition notebook **Pencils/Pens **Headphones/Earbuds (optional)**

Course Outline

- Concept of Management
- Starting and Organizing a Business
- Human Resource Management
- Managing, Leading and Motivating
- Operations, Quality, and Supply Chain Management
- Managing Responsibility
- Managing in a Global Environment
- Business Research and Data Analysis

HCPS Grading Policy

Examples of Product, Process, and Practice		
PRODUCT (50%) <i>Culminating Demonstration of Knowledge</i>	PROCESS (30%) <i>Addressing Specific Short-Term Learning Outcomes</i>	PRACTICE (20%) <i>Building Attitudes, Habits, and Skills</i>
Does it measure how well students achieved specific learning goals, standards, and/or competencies?	Does it provide feedback to students regarding growth towards the attainment of specific learning goals, standards and competencies?	Does it allow students to practice skills and/or reinforce content learning?
<ul style="list-style-type: none">Primarily completed in presence of teacherRubric aligned to standardsAccuracy graded	<ul style="list-style-type: none">Primarily completed in presence of teacherRubric aligned to standardsAccuracy graded	<ul style="list-style-type: none">Graded for completion and participation

****Extra credit will not be given for non-academic purposes****

Absent Work Policy

All assignments should be submitted on time. Students will be given the number of class periods equal to the number of lawful class periods absent to turn in completed make up assignments without penalty.

Late Work Policy

All assignments should be submitted on time in order to earn full credit. Any assignment, (*product, process, or practice*) will be allowed to be turned in late for one letter grade deduction from the grade a student earns on the assignment. In order to earn credit for late assignments, students must submit assignments by the end of the day on Wednesday (except for the last week of the quarter) following the designated HAC update. Students are only able to submit assignments that have an established due date within the grading window before the designated HAC update. Assignment that are turned in for late credit will be identified by a footnote in HAC to include a statement about the deduction of a letter grade due to the lateness of the assignment.

Grading Window	Designated HAC Update	Late Work Due Date
September 8- September 24	September 24	September 29
September 27- October 13	October 13	October 20
October 14- October 29	October 29	November 5 (Friday)
November 8- November 19	November 19	November 24
November 22- December 10	December 10	December 15
December 13- January 13	January 13	January 21 (Friday)

January 24- February 11	February 11	February 16
February 14- February 25	February 25	March 2
February 28- March 11	March 11	March 16
March 14- March 25	March 25	March 31 (Thursday)
April 1- April 22	April 22	April 27
April 25- May 6	May 6	May 11
May 11- May 20	May 20	May 25

Academic Integrity

Academic integrity is taking responsibility for the quality and completion of one's own work. Academic dishonesty is taking someone else's work and claiming it as one's own. Students at Bel Air High School are responsible for knowing what is considered to be Academic Dishonesty and the subsequent consequences. More information can be found in the BAHS Student Planner.

Classroom Rules and Procedures

- Attendance will be taken each class period
- Example of a class period:
**Warm up work **Topic review **Class work/independent work **Closure/Review
- If you need to leave the room, you will need a pass signed by me. Please be sure to sign out and sign back in upon return.
- If you are absent, it is your responsibility to check the itsleaning plan(s) for the day(s) PowerPoint, guided note worksheet, activities and assignments.
- Cheating, including turning in someone's work or thoughts as your own or coping or using unauthorized materials during a test/quiz, will result in **BOTH** students receiving a zero.
- Plagiarism is taking ideas and writings of another and passing them off as one's own. In this class, this includes: failing to cite a source and copying and pasting an **author's exact word** and them off as your own. **Students caught plagiarizing will receive a ZERO for that assignment.**

Cell Phone Policy

- Students will place their cellphones in a teacher designated area as they enter each classroom. Teachers will review with students the specific location for each room. The phones will remain in the teacher designated area unless teachers explicitly tell students to take out the phones for instructional use.
- Cellphones will remain in the teacher designated area during bathroom visits, assemblies and trips to the nurse/counseling office/main office.
- Cellphones will be retrieved from the teacher designated area at the end of class at the direction of the teacher.
- School-appropriate cellphone use is permitted during class changes and lunch. Students are not permitted to make phone calls during school hours.
- If the cell phone policy is violated, it is a referable offense.