



Course Information Sheet

Course Name: Business Management

Instructional Material: Cengage, Administrative Management

Software (if required): MindTap

Semester One:

Week	Topic
	1 Introduction to Business and Management
	2 The Management Process: Planning and Organizing
	3 The Management Process: Leading and Controlling
	4 Leadership and Teamwork
	5 Organizational Structures and Design
	6 Human Resources Management: Staffing and Training
	7 Human Resources Management: Compensation and Benefits
	8 Business Ethics and Corporate Social Responsibility
	9 Introduction to Entrepreneurship
	10 Business Planning and Feasibility Analysis
	11 Marketing Management
	12 Operations and Production Management
	13 Financial Management for Business Managers
	14 Technology and Information Systems Management
	15 Business Law and Contracts
	16 Risk Management and Business Security
	17 Problem-Solving and Decision-Making
	18 Mid-Term Review and Examination

**Semester Two:**

Week	Topic
19	Motivation and Employee Performance
20	Conflict Resolution and Negotiation
21	Effective Business Communication
22	Supply Chain Management
23	Quality Management and Continuous Improvement
24	Project Management
25	Global Business and International Management
26	Managing Diversity in the Workplace
27	Business Management and Financial Analysis
28	Management of Small Business
29	Change Management and Innovation
30	Leadership in Practice: Case Studies
31	Business Career Pathways and Employability Skills
32	The Job Search: Resumes and Interviews
33	Business Simulation or Capstone Project I
34	Business Simulation or Capstone Project II
35	Final Review and Project Presentations
36	Final Examination