

## **Business Management Syllabus Fall 2022 – Quarter 2 Syllabus**

**Instructor:** Mrs. Jacqueline Nyers

**Office Hours** By appointment

**Contact Information:** jacqueline.nyers@woodbridge.k12.nj.us or by phone at 732-726-7064

**Course Management:** Genesis, Google Classroom and Google Sites

**Course Description:** This course helps build a solid foundation of Business Management skills for success in today's business world and for the development of 21st Century skills. This course introduces wide-range coverage of higher level business management content including the production and operations management in a realistic, investigative and enriching manner. All the functions of business management are covered extensively, including the use of technology and communication as tools of business through Internet based projects.

### **Course Objectives:**

1. Explain Managing and Management Responsibilities
2. Develop Business Organization and Management
3. Demonstrate Production & Marketing Management
4. Explain Managing and Management Responsibilities.
5. Develop Business Organization and Management.
6. Demonstrate Production, Operations, and Distribution.
7. Implement Marketing Management.

**Prerequisites:** Financial Literacy

**Assignments:** All assignments will be submitted electronically through Google/Google Classroom

**Grading:** Grading scale is based on Woodbridge Township School District established grading policy.

### **Marking period assignments are distributed as follows:**

- o Major Assessments – (Tests & Longer Projects) – 50%
- o Minor Assessments – (Quizzes & Shorter Projects) – 50%
- o Final Exam: 20% of final grade for the course

**Exams:** Final Exam will be administered on: January 27, 2023

\*\*\* In the event a student is absent on the last day of the marking period, the final exam policy established by WTSD applies.

**Tentative Schedule for Fall 2022**

Chapters	Topics Covered
Chapter 1 – Managers and managing	<ul style="list-style-type: none"> <li>• Define management and the functions</li> <li>• Differentiate the work of several levels of management</li> <li>• Historical Changes in Management</li> <li>• 4 Philosophies for management</li> </ul>
Chapter 2 – Management, Supervision & Decision Making	<ul style="list-style-type: none"> <li>• Identify three important roles successful managers play in organizations.</li> <li>• Explain how managers use resources to accomplish the work of an organization.</li> <li>• List and explain accepted management principles.</li> <li>• Identify the responsibilities of supervisors.</li> <li>• Describe the day-to-day management activities of supervisors.</li> <li>• Discuss ways that businesses can improve the skills of supervisors.</li> <li>• Explain how management information systems and business research help managers with planning and controlling activities.</li> <li>• Identify the four steps in the problem-solving process and how the process supports decision making.</li> </ul>
Chapter 3 – The Manager as a Leader	<ul style="list-style-type: none"> <li>• Recognize the importance of leadership and human relations.</li> <li>• Identify important leadership characteristics and types of power.</li> <li>• Describe four types of power available to leaders.</li> <li>• Discuss why businesses value leadership skills of managers and employees.</li> <li>• Identify and define five important human relations skills.</li> <li>• Describe three views of employees that affect the type and amount of management supervision.</li> <li>• Differentiate among three leadership styles.</li> <li>• Understand the manager's role in recognizing and dealing with employees' personal issues.</li> <li>• Describe the importance of establishing and enforcing work rules</li> </ul>
Chapter 4 – Planning & Organizing	<ul style="list-style-type: none"> <li>• Recognize the importance of planning to business success.</li> <li>• Differentiate between strategic and operational planning.</li> <li>• Identify the characteristics of effective goals.</li> </ul>

	<ul style="list-style-type: none"> <li>• Describe several business planning tools and how they are used.</li> <li>• Describe factors that managers should consider when organizing work.</li> <li>• Discuss how the characteristics of good organization contribute to a more effective work environment.</li> <li>• Describe the strengths and weaknesses of four types of organizational structures.</li> <li>• Make recommendations for improving business organization.</li> </ul>
Chapter 5 - Implementing & Controlling	<ul style="list-style-type: none"> <li>• Recognize problems that can occur when plans are implemented.</li> <li>• Identify important implementing activities performed by managers.</li> <li>• Describe the main points of three theories of motivation.</li> <li>• Identify the steps managers should follow when implanting change.</li> <li>• List the three basic steps in the controlling function.</li> <li>• Identify and describe the four types of standards.</li> <li>• Describe three corrective actions managers can take as part of controlling performance.</li> <li>• Discuss several important areas of cost control in business.</li> </ul>
Review	<ul style="list-style-type: none"> <li>• Review for the Final</li> </ul>
Final Exam	Final Exam – January 2023

**Caveat:** This syllabus may be amended during the semester based on the needs of the class. I will announce changes in class. It is your responsibility to obtain changes to the syllabus should you miss a class in which changes were announced.