

# **Business Management Syllabus**

**Instructor:** Coach Dean

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**Conference:** 1:25 - 2:10 Daily

**Office Phone:** (940) 497 - 4031

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## **Course Overview**

This course introduces students to the role of management in business. Students will explore leadership styles, organizational behavior, project management, communication, business planning, and ethics. Students will apply real-world skills through simulations, collaborative projects, and business technology.

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## **Course Units**

<b>Unit</b>	<b>Unit Title</b>	<b>Key Concepts</b>
<b>1–2</b>	<b>Introduction to Business &amp; Management</b>	Purpose of business, economic systems, management roles
<b>3–5</b>	<b>Functions of Management</b>	Planning, organizing, leading, controlling
<b>6–7</b>	<b>Types of Businesses &amp; Organizational Structures</b>	Sole proprietorships, corporations, LLCs, chains of command
<b>8–9</b>	<b>Leadership &amp; Management Styles</b>	Leadership theories, emotional intelligence, motivation

<b>10–11</b>	<b>Human Resources Management</b>	Hiring, performance reviews, HR laws, employee rights
<b>12–13</b>	<b>Ethics &amp; Social Responsibility</b>	Ethical decision-making, corporate social responsibility
<b>14–15</b>	<b>Communication in Business</b>	Verbal/non-verbal, written communication, tech tools
<b>16–17</b>	<b>Time &amp; Project Management</b>	Gantt charts, delegation, prioritization
<b>18</b>	<b>Midterm Exam &amp; Reflection</b>	Semester review and project presentations
<b>19–21</b>	<b>Business Operations &amp; Financial Management</b>	Inventory, budgeting, KPIs, cost-benefit analysis
<b>22–24</b>	<b>Marketing &amp; Customer Relations</b>	Market analysis, customer service, branding
<b>25–27</b>	<b>Risk Management &amp; Legal Responsibilities</b>	Business risks, contracts, compliance
<b>28–29</b>	<b>Innovation &amp; Strategic Planning</b>	SWOT analysis, innovation in business, change management
<b>30–33</b>	<b>Entrepreneurship &amp; Business Plan Development</b>	Business plans, entrepreneurship traits, market feasibility

<b>34–35</b>	<b>Capstone Project – Business Simulation</b>	Student groups manage virtual businesses or startups
<b>36</b>	<b>Final Presentations &amp; Course Reflection</b>	Final project presentation & career readiness review

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## **Instructional Strategies**

- Case studies & real-world scenarios
  - Group collaboration and role-playing
  - Guest speakers & business community involvement
  - Project-based learning (Business Plan, Simulations)
  - Career & Technical Student Organizations (CTSO): **DECA**
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## **Make Up Work**

- It will be the student's responsibility to see that all makeup work is completed within the specified timeframe as discussed with Coach Dean.
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## **Materials Needed**

- Ream of printer paper or
  - Tissue Boxes
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## **Classroom Rules**

- All policies in the Student Handbook will be followed.
- Students will sit in seats as set forth in the seating chart and be held responsible for equipment and furniture at their workstation.
- Be in your seat with needed supplies when the tardy bell rings.
- No food, drink, or gum is allowed in the computer lab.
- Students will not be allowed to leave the classroom without a pass.
- NO CELLPHONES (HOUSE BILL 1481)

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## Internet Rules & Printing

- Students are not allowed to download from the Internet
- Students will not use personal email, incoming or outgoing
- Students will not enter chat rooms!
- Students will not enter morally questionable areas - if it's blocked then back off.  
Remember this -
- LDISD Technology Department tracks your every move. Don't lose your privileges!
- Students will not print unless directed to by the teacher.
- Ask permission to print other school related work - it's usually not an issue but ASK FIRST!

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## Consequences

- Review the LDHS Integrity Policy (Located under Policies & Procedures on HS webpage)

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## Acknowledgment of Syllabus for Business Management

I \_\_\_\_\_ have read the syllabus for Business Management. I understand what the class will cover and what will be expected of me as a student.

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Student Printed Name

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Date

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Student Signature