



ACADEMY OF BUSINESS, ENGINEERING, AND TECHNOLOGY
 At Plainfield High School
Course Syllabus

Course Name:	Business Organization and Management
Course No:	6010
Credits:	5
Instructor:	Gregory B. Thomas
Description:	Business Management is designed to give students an understanding of those skills needed by a manager of any organization to successfully utilize the resources to meet said organizations goals. Students are given instructions in what management is, what levels of management are there and what are the management functions that all managers perform. Students are exposed to a variety of modern scientific practices and, as a final class project, are required to apply these skills in a business simulation.
Course Materials:	Business Management (Glencoe)
Student Materials:	Notebooks
Student Requirements	Students will be expected to: Define Management and Identify the different levels of management. Explain the management functions Prepare business budgets and other related paperwork Demonstrate those skills needed by managers to successfully meet an organizations goals
NJCCCS: By the number.	8.1.12: Computer and Information Literacy A: 1-12 B: 1-10
	8.2.12: Technology Education A: 2 B: 1-12 C: 1
	9.1.12: Career and Technical Education A: 1-7 B: 1-6
	9.2.12: Consumer, Family, and Life Skills A: 1-4 B: 1-5 C: 1-5 D: 1-4 E: 1-6 F: 1-3
	Others:
Useful Websites:	<ul style="list-style-type: none"> • http://www.state.nj.us/njded/cccs/s8_tech.htm#81 • http://www.state.nj.us/njded/cccs/s9_career.htm •

Content Pacing Guide:	<p>Unit(s) Covered: [One (1) per line]</p> <p>Unit 1: Management Today Introduction to Management, Careers in Management Modern Management</p> <p>Unit 2: The Management Environment Ethics & Social Responsibility, Workers & the Law Economics, International Business</p> <p>Unit 3: Foundation Skills Decision-Making Skills, Communication Skills</p> <p>Unit 4: Planning Skills Planning & Strategic Management, Operations Management and Planning</p> <p>Unit 5: Organizing Skills Organizing & Work, Organizational Structure, Understanding Work Groups, Working With Employees</p> <p>Unit 6: Leadership Skills Motivation, Conflict & Stress, Managing Change, Culture & Diversity</p> <p>Unit 7: Quality Control Skills Operations, Information Systems</p>	<p>Time Req'd: 2 Weeks</p> <p>3 1/2 Weeks</p> <p>1 1/2 Weeks</p> <p>3 Weeks</p> <p>3 Weeks</p> <p>2 1/2 Weeks</p> <p>2 1/2 Weeks</p>																																				
Grading Policy:	Letter grades will be established on the basis of school district policies and predicated on the student's % achievement of course expectation standards.																																					
Grading Breakdown per District Policy	<table border="0"> <tr> <td data-bbox="412 1234 1289 1306">Participation: Includes attendance, cooperation, and maintenance of professional behavior.</td> <td data-bbox="1295 1234 1430 1306">10%</td> </tr> <tr> <td data-bbox="412 1310 1289 1381">Informal Assessment: Includes satisfactory completion of daily homework and classroom assignments</td> <td data-bbox="1295 1310 1430 1381">10%</td> </tr> <tr> <td data-bbox="412 1386 1289 1457">Formal Assessment: Includes tests, quizzes, and significant assignments</td> <td data-bbox="1295 1386 1430 1457">40%</td> </tr> <tr> <td data-bbox="412 1461 1289 1533">Performance Based Assessment: Projects, research papers, reports, essays, etc.</td> <td data-bbox="1295 1461 1430 1533">40%</td> </tr> <tr> <td data-bbox="412 1537 1289 1566">Quarterly grade composition:</td> <td data-bbox="1295 1537 1430 1566">100%</td> </tr> <tr> <td data-bbox="412 1570 906 1860"> <input checked="" type="checkbox"/> Semester Course: <table border="0"> <tr><td>1st Marking Period</td><td>40%</td></tr> <tr><td>2nd Marking Period</td><td>40%</td></tr> <tr><td>Midterm Exam</td><td>10%</td></tr> <tr><td>Final Exam</td><td>10%</td></tr> <tr><td>Final Grade:</td><td>100%</td></tr> </table> </td> <td data-bbox="912 1570 1430 1860"> <input type="checkbox"/> Year Course: <table border="0"> <tr><td>1st Marking Period</td><td>20%</td></tr> <tr><td>2nd Marking Period</td><td>20%</td></tr> <tr><td>3rd Marking Period</td><td>20%</td></tr> <tr><td>4th Marking Period</td><td>20%</td></tr> <tr><td>Midterm Exam</td><td>10%</td></tr> <tr><td>Final Exam</td><td>10%</td></tr> <tr><td>Final Grade:</td><td>100%</td></tr> </table> </td> </tr> </table>		Participation: Includes attendance, cooperation, and maintenance of professional behavior.	10%	Informal Assessment: Includes satisfactory completion of daily homework and classroom assignments	10%	Formal Assessment: Includes tests, quizzes, and significant assignments	40%	Performance Based Assessment: Projects, research papers, reports, essays, etc.	40%	Quarterly grade composition:	100%	<input checked="" type="checkbox"/> Semester Course: <table border="0"> <tr><td>1st Marking Period</td><td>40%</td></tr> <tr><td>2nd Marking Period</td><td>40%</td></tr> <tr><td>Midterm Exam</td><td>10%</td></tr> <tr><td>Final Exam</td><td>10%</td></tr> <tr><td>Final Grade:</td><td>100%</td></tr> </table>	1 st Marking Period	40%	2 nd Marking Period	40%	Midterm Exam	10%	Final Exam	10%	Final Grade:	100%	<input type="checkbox"/> Year Course: <table border="0"> <tr><td>1st Marking Period</td><td>20%</td></tr> <tr><td>2nd Marking Period</td><td>20%</td></tr> <tr><td>3rd Marking Period</td><td>20%</td></tr> <tr><td>4th Marking Period</td><td>20%</td></tr> <tr><td>Midterm Exam</td><td>10%</td></tr> <tr><td>Final Exam</td><td>10%</td></tr> <tr><td>Final Grade:</td><td>100%</td></tr> </table>	1 st Marking Period	20%	2 nd Marking Period	20%	3 rd Marking Period	20%	4 th Marking Period	20%	Midterm Exam	10%	Final Exam	10%	Final Grade:	100%
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Policies:	<ul style="list-style-type: none"> As per Student handbook As per Staff handbook 																																					

**Supplemental
information:**

per school policy