



Springville High School  
"Dedicated to Excellence, United in Service,  
Educated for Success."



## Intro to Business, 3 credit hours\*

MGMT 1010, CRN #14327

<http://www.uvu.edu/concurrent/>

## Business Management

\*UVU GE Credit

---

Instructor Name: Mrs. Carey S. White

Room: I-217

Phone: 489-2870

E-mail: [carey.white@nebo.edu](mailto:carey.white@nebo.edu)

---

### **COURSE DESCRIPTION**

This is a Concurrent Enrollment Course, offering both high school credit through Springville High School and college credit through Utah Valley State College. This Business Management course seeks to develop sound management skills within students, as management plays a role in any future employment opportunity. Students are able to analyze, synthesize, and evaluate data from the other functional areas of business (e.g., marketing, finance, accounting, and production) as well as focus on managing one's time and the time and talents of others. Effective management requires decision-making abilities, long-range planning knowledge, human relations expertise, and motivational skills. Students learn leadership skills and are able to select appropriate management styles. Finally, students are taught current technological applications and the effect international trade has on management style and decisions.

### **COURSE PREREQUISITES & CO REQUISITES**

Basic keyboarding skills, computer technology, and Microsoft Office Suite (Word, Excel, and PowerPoint)

---

### **COURSE OBJECTIVES & LEARNING OUTCOMES**

**Upon successful completion, students should be able to:**

1. Students will identify and describe the planning function of management.
2. Students will identify and describe the organizing function of management.
3. Students will identify and describe the directing (leadership) function of management.
4. Students will identify and describe the controlling and evaluating functions of management.
5. Students will analyze and understand the importance of financial information.
6. Students will define the overall nature of marketing and economics.
7. Students will describe human resource management and its importance to the successful operation of an organization.
8. Students will understand and identify ethics and social responsibility as it relates to business.
9. Students will create a business plan.
10. Students will give oral presentations using Microsoft PowerPoint, individually and in a group setting.
11. Students will learn how to conduct business management research on the internet.
12. Students will be required to take the Utah State Competency Exam in Business Management; a score of 80% or better is passing. The state exam score will be part of the student's final grade.

**Upon successful completion, students should have the following attitude(s)/trait(s):**

1. Awareness of common business management terminology.
  2. Respect for ethics with the use of software and in business situations.
  3. Commitment to accurate and attractive document production.
- 

### **TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Business Essentials, Pearson Publishing, Ebert & Griffin, Online through MyBizLab (online textbook).

---

---

## REQUIRED STUDENT SUPPLIES

---

USB Flash/Jump Drive (any size)

---

### GRADES

Your grade will be based upon the following:

Grading scale and breakdown:

- 50%--In-class Assignments & Projects
- 30%--Exams and Quizzes
- 20%--Attendance

A = 94%	C = 74-76%
A- = 90-93%	C- = 70-73%
B+ = 87-89%	D+ = 67-69%
B = 84-86%	D = 64-66%
B- = 80-83%	D- = 60-63%
C+ = 77-79%	F = 0-59%

### NO ELECTRONIC DEVICES ALLOWED!

CELL PHONES, I-PADS, MP3 PLAYERS, HEADPHONES, ETC. WILL BE CONFISCATED. STUDENTS/PARENTS MUST RETRIEVE FROM ADMINISTRATION.

### COLLEGE CREDIT NOTICE:

Your grade for this class will become part of your permanent college transcript and will affect your GPA. A low grade in this course can affect college acceptance and scholarship eligibility

### CLASS EXPECTATIONS:

STUDENTS ARE EXPECTED TO FOLLOW THE COMPUTER USE AGREEMENT FULLY. VIOLATIONS WILL RESULT IN STUDENT WARNINGS, PARENT INVOLVEMENT, AND/OR ADMINISTRATOR ACTION.

### USE OF CELL PHONES:

STUDENTS USING THEIR CELL PHONE DURING CLASS FOR ANY REASON IS INSUBORDINATION AND A VIOLATION OF SCHOOL RULES. CELL PHONE WILL BE CONFISCATED IMMEDIATELY.

### Excused Absences:

**Bell Quiz:** Bell work quizzes **may not be** made up. Students are awarded 20 extra points at the beginning of the term to offset 2 missed bell work quizzes.

**Projects & Tests:** Projects or Tests may be completed during lunch or after school when a project or a test is missed. **Make-Up Projects or Tests may differ from projects or tests assigned during the normal classroom period.**

### Late Work Cut-Off:

Due to successive units building on skills developed in previous units, all late work must be completed by Friday of the week following an absence.

### Non-Participation During Class:

A student who chooses to not participate or is off-task (playing games or using cell phone) will receive **1 point** for the day.

### Dropping the Class

**October 6, 2015** is the last day to drop **WITHOUT** a W. If you drop the high school class, you must also withdraw from the UVU class to **AVOID** receiving an E or UW (unofficial withdrawal).

### Teacher-Student Expectations

Teacher is to teach and students are to learn. Any student disrupting the learning process or showing disrespect to classmates or teacher is insubordinate.

**INSUBORDINATION** WILL NOT TOLERATED. STUDENTS WILL BE ASKED TO FOLLOW SCHOOL AND CLASSROOM RULES. STUDENTS WHO REFUSE TO FOLLOW THE RULES WILL BE IMMEDIATELY REFERRED TO THE ADMINISTRATION AND REMOVED FROM SCHOOL FOR THE REMAINDER OF THE DAY.

**STUDENT/PARENT SIGNATURES**

We, the undersigned, have read and understand the terms of this **Business Management** course disclosure document.

STUDENT NAME (PRINT PLEASE) \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_



Parent Notes to Mrs. White (does your student have special needs or do you have concerns/questions?):

**ATTENTION STUDENTS WITH DISABILITIES:** If you have any disability, which may impair your ability to successfully complete this course, please contact the Accessibility Services office, 863-8747, BU 146. Academic accommodations are granted for all students who have qualified documented disabilities. All services are coordinated with the Accessibility Services office