

Ms. Delaine
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Contact Times: By Appointment

Advanced Technology Academy
*Introduction to Management and
Module 6: Planning for Efficiency*

The purpose of this class is to give the student the knowledge of key terms, practices and careers in both the domestic and international areas of business. It addresses the basic understanding of business principles and management, which is needed by everyone who plans a career in business. The curriculum integrates academically rigorous, standard-based content with realistic application in areas of best use of time, materials, and human resources in the content of changing social, environmental, and market realities.

This semester we will complete Module 6: Planning for Efficiency

At the completion of this course the students should:

1. Describe characteristics of business
2. Know the social and ethical environment of business
3. Know the economic environment of business
4. Discuss the international environment of business
5. Know the differences between proprietorships and partnerships
6. Discuss corporate forms of business ownership
7. Describe the legal aspects of business
8. Know the differences in technology and information management
9. Understand the organizational of communications
10. Describe the management functions and decisions making process in business
11. Discuss the role of manager as a leader
12. Describe planning and organizing functions in business
13. Know the different types of implementing and controlling functions
14. Keep up with current events related to business

Text: Thomson South-Western, Business Principles and Management, 11th Edition
Ford Pas Module 6: Planning for Efficiency

Supplies Needed:

1. Book supplied by the Academy
2. Notebook
3. Pen/Pencil
4. Folder for returned work.
5. Newspaper on Monday supplied by the Academy.

Scheduling and Procedures:

1. Read assigned pages and answer reading notes given out by teacher.
2. Check in completed reading notes.
3. Discussion of answers and chance for appropriate questions and discussion.
4. Do assigned work for that chapter. (if assigned)

5. Monday – read paper and do short discussion report.
6. Test given at end of Chapter.

Class Schedule:

September 5-8	Introduction, Overview
September 11-15	Chapter 1
September 18-25	Chapter 2
September 25-29	Chapter 3
October 2-6	Module 6 – Activity 1
October 9-13	Chapter 4
October 16-20	Chapter 5
October 23-27	Module 6 - Activity 2 – Quiz 1
October 31 – November 3	Chapter 6
November 6-10	Chapter 7
November 13-17	Chapter 8
November 20-22	Chapter 9
November 27 – December 1	Module 6 – Activity 3
December 4-8	Chapter 10
December 11-15	Chapter 11
December 18-22	Module 6 – Activity 4 - Quiz 2
January 8-12	Module 6 – Activity 5
January 15-19	Module 6 – Activity 6
Semester Exam	Prepare for Final

***All dates are approximate. Dates are subject to change to accommodate the needs of the students.**

Grading Policy:

1. Group projects
2. Individual assignments
3. Participation in group activities
4. Presentation of material
5. Citizenship and attendance.
6. Quizzes and Test

Projects	70%
Citizenship	10%
Quizzes and Test	20%

Grading Scale:

100-93%	A	76-73%	C
92-90%	A-	72-70%	C-
89-87%	B+	69-67%	D+
86-83%	B	66-63%	D
82 -80%	B-	62-60%	D-
79-77%	C+	Below 59%	F