

BUSINESS AND MANAGEMENT 5th Form (11th Grade)

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INTRODUCTION AND DESCRIPTION OF COURSE

The central goals and aims of the course are focused on an analysis of Business and Management principles, understanding organizations and the management processes of planning, organizing, directing, and controlling in the context of socio-technical systems. Individual, group, inter-group, and organizational responses to various environments and technologies are studied, as are pertinent techniques of manpower management.

Students should be able to:

1. Define the business and management functions, business processes that create value for an organization.
2. Give examples of basic business concepts, principles and values that contribute to organizational performance.
3. Formulate a set of management policies-concepts, practices, and understanding that influence group and individual dynamics in organizations and business.
4. Construct a set of business and management understanding decisions that reflect social responsibility, company values, ethical reasoning, and multiculturalism.
5. Demonstrate understanding of how to carry out the planning and organization functions of management.
6. Formulate ways to carry out the controlling function in organizations.
7. Identify ways to fulfill the leadership function of management.
8. Explain how linking the organizational social practices to the community are ultimately advantageous in regard to: maintaining ethical standards, developing sustainable influence on the business environment, establishing a strong reputation through community engagement.

In addition to the above, this course will address Curriculum Learning Objectives, including Communications ability, Use of Information Technology, Critical Thinking, Analytic Skills, Ethical understanding and reasoning abilities, understanding of domestic and global environments of organizations.

SKILLS

UNITS	OBJECTIVES
Topic 1: Business Organization and Environment	<ul style="list-style-type: none">• Identify inputs, outputs and processes of a business• Distinguish between organizations in the private and public sectors• Explain the importance of objectives in managing an organization• Explain the interests of stakeholders• Prepare a SWOT analysis for a given situation• Apply the concepts of economics and dis-economics of scale to business decisions• Explain the difference between internal and external growth• Explain the causes of change and factors causing resistance to change• Comprehend reasons for the growth of multinational companies
Topic 2: Human Resources	<ul style="list-style-type: none">• Identify the importance of Human Resources in an organization• Describe methods of recruitment, appraisal, training and dismissal• Identify different types of organizational structures• Identify why firms need to organize employees• Compare the ways in which communication takes place within organizations• Evaluate the effectiveness of various styles of leadership and their implications for organizations• Analyze the intrinsic and extrinsic needs that have to be satisfied at work, and the rewards that motivate individuals• Explain the influences of organizational culture• Explain the difference between crisis management and contingency planning
Topic 3: Accounts and Finance	<ul style="list-style-type: none">• Evaluate the advantages and disadvantages of each form of finance• Prepare a cash flow forecast from given information• Construct and amend accounts from information given• Calculate depreciation using straight line and reducing balance methods• Calculate Ratios

TEXTBOOKS AND OTHER RESOURCES

The core text does not make up the entirety of the printed resources to be used in the course. Other resources will include:

Core Text : Business and Management, IBID, Author Paul Hoang, 2009

Additional Materials:

- Hand outs
- Cases, (Management and Business related)
- Video discussions
- Debates
- Research materials
- Research assignments

*Students are expected to have the following material for class:

- Core Text Book
- Notebook
- Pens, pencils, rulers
- Calculator
- Homework assignments
- Research documentations

TEACHING STRATEGIES

Students will benefit from a wide range of teaching approaches and strategies, including but not limited to: individual, pair and group work; a variety of written, oral activities; question and answer; small group and whole class discussion; independent and group research; debate and case studies.

EVALUATIONS

The students will receive a rubric (grid that lists criteria) explaining precisely how they will be evaluated for ALL assignments.

Course Requirements	Weights
Participation	20%
Homework	20%
Quizzes/Exams	25%
Term Project - Written	15%
Oral Presentation	10%
Classwork/Assignments	5%
Grammar	5%
Total	100%

OTHER REMARKS REGARDING OUR CLASS

Attendance and preparation for each class session is necessary and expected. You should read all assigned material and be prepared to participate in class discussions. Participation is an important ingredient for demonstrating an understanding of course material and providing feedback to instructor.

As a student in this class, it is **your** responsibility to attend all scheduled classes, to arrive on time and stay throughout the whole of class. If you miss a class, it is your responsibility to contact another student regarding assignments, instructions etc. Excessive absences **and tardiness** will affect your ability to successfully complete the course. If you are late to class or leave early, the instructor **will deduct** class participation points. Any absence on a scheduled presentation or test day **will not** be made up. When group assignments are given, each member within the group is expected to participate. Grades **will not** be assigned to individuals who do not participate in group assignments.