

Business Management
Brazos High School
2025-2026 Course Syllabus

Teacher	Ms. Randice Nelson
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BHS Website	https://www.brazosisd.net/
Conference	7th Period: 1:35-2:20

Prerequisites: BIM I, BIM II

Course Description: Take it to the next level! What is in business management?

Business management is the process of planning, organizing, directing, and controlling the activities of a business or organization to achieve its goals and objectives. It involves overseeing all aspects of a business, from finance and operations to marketing and human resources. You will apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, and make an electronic presentation using appropriate multimedia software.

Supplies: Composition Notebook 100 pages, pens, pencils, hand sanitizer

Grading: Your grade will be based on classroom work, class participation, quizzes, tests, and special projects.

Your grade will be determined by the following:		
Daily work, participation, quizzes	60%	At least 12 grades per six weeks
Tests/Projects	40%	2 per six weeks

- All work will be done in class unless prior arrangements have been made.
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There will be times when work outside of class may be required for projects.
Work should be turned in by the due date for full credit. 10-point deduction when late.
- All make-up work should be done before or after school. If you know you will be missing several days of class, please make prior arrangements to pick up your assignments.
- 1 day late-maximum grade received is a 90, 2 days late-maximum grade received is an 80, 3 days late-maximum grade received is a 70

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Absences and Tardies: It is difficult to support your learning when you are not present in class. Course subjects can only be effectively learned when you are in class on a regular basis. However, I definitely understand that illness and such can keep you away from school. Unexcused absences and tardies will be handled in accordance with established BHS policies.

EXPECTATIONS:	Additional district rules/expectations:
1) Complete daily classwork assignments	No technology devices used.
2) Participate in discussions and ask questions	Cell phones in class holders during lessons.
3) Participate constructively as a team member (must be relevant)	Abide by the school technology rules.
4) Refrain from talking while others are speaking	Keep your work area clean.
5) Problem solve and accept challenges	DO NOT bring candy, drinks, or food into the classroom.
6) Respect others opinions	Only use the internet when directed to do so.

Unit 1: Professional Standards and Communication Skills

Unit 2: Management.

Unit 3: Ethics and Social Responsibility

Unit 4: Planning and Decision-Making

Unit 5: Organizations

Unit 6: Human Resources

Unit 7: Leadership and Project Management

Unit 8: Leadership Roles and Theories

Unit 9: Quality Control and Information

Unit 10: Characteristics of Quality

Unit 11: Career Development and Leadership Skills