



Mountain Range High School  
2500 Huron Street • Westminster, CO 80234  
Office: (720) 972-6300 • Fax: (720) 972-6529  
<http://www.mountainrange.adams12.org>



<b>School Year</b>	2021-2022	<b>Teacher</b>	Tara Van Loenen
<b>Office</b>	B214, C132, or Google Meet	<b>Website</b>	<a href="https://mountainrange.adams12.org/">https://mountainrange.adams12.org/</a>
<b>Phone</b>	720-972-6477	<b>Room</b>	Classroom C132
<b>Email</b>	van015107@adams12.org	<b>Office Hours</b>	3rd period and Wednesdays during Access. Also: 5th, 7th, and 8th periods <i>by appointment</i> .

## Course Name

**Principles of Management** – *High School of Business* concurrent course (Business Strategies - 2nd semester)

## Course Description

A “business” is not limited to being for- or not-for-profit, having a brick-and-mortar or a virtual location, being public or private, or being large or small. Neither is it limited to organizations providing physical goods. Hospitals, attorneys’ offices, and colleges are businesses. Regardless of where people are employed, they are part of the business world that is dynamic and changing. The pace at which it is changing has accelerated due to a variety of environmental shifts: downsizing, outsourcing, mergers, global competition, world markets, legal requirements, and technological innovations, to name a few.

The actions businesses take in response to the changes occurring in the business environment hinge on management’s effective, efficient decision-making. Understanding how managers plan, lead, organize, and control the business’s resources enhances the effectiveness of their decision-making process. To that end, the *Principles of Management* course has been developed to introduce students to management concepts whose understanding and application impact business success.

Using a project-based course of study, students will master the performance indicators in Section 2 of this guide by conducting primary and secondary research, working in teams and as individual project members, and applying current technology for project completion.

## Goals

**The broad goals of the *Principles of Management* course are to accomplish the following:**

- Reinforce academic skills in such areas as mathematics, communication, reading, and writing
- Encourage creative thought, problem solving, and decision making
- Enable students to acquire understand and appreciate the significance of management to business organizations
- Stimulate student interest in careers in business management
- Increase student awareness of the increasingly complex business world
- Assist students in developing appropriate attitudes about business management
- Encourage the use of technology in classroom activities
- Assist students with enhancing their teamwork skills
- Stimulate reflection on processes, performance, and outcomes
- Apply project-based learning strategies
- Pave the way for student success in a business administration major



## Course Schedule

<b>Project Manage It!</b>		
What is management?	SM:001 Explain the concept of management (CS) LAP-SM-003 (pp. 4-61—4-63)	Week 2
How do managers manage projects?	OP:158 Explain the nature of project management (SP) LAP-OP-158 (pp. 4-64—4-67) PJ:006 Prepare work breakdown structure (WBS) (SP) (pp. 4-68—4-69) OP:001 Develop project plan (SP) LAP-OP-007 (pp. 4-70—4-72)	Weeks 2 & 3
	◆ Quiz 1 (SM:001, OP:158, PJ:006, OP:001)	
What are the management functions?	SM:063 Discuss the nature of managerial planning (SP) (pp. 4-73—4-74) SM:064 Explain managerial considerations in organizing (SP) (pp. 4-75—4-76)	Weeks 4 & 5
	◆ Quiz 2 (SM:063, SM:064)	
	SM:065 Describe managerial considerations in staffing (SP) LAP-SM-004 (pp. 4-77—4-78) SM:066 Discuss managerial considerations in directing (SP) (pp. 4-79—4-80)	
	◆ Quiz 3 (SM:065, SM:066)	
	SM:004 Describe the nature of managerial control (control process, types of control, what is controlled) (SP) (pp. 4-81—4-83) SM:100 Explain factors that affect management (SP) (pp. 4-84—4-85)	Week 6
What can we learn from our project?	PJ:008 Close project (SP) (pp. 4-86—4-87)	Week 7
	◆ Objective Exam	
<b>More About Management</b>		
What obligations do managers have to others?	SM:082 Explain the nature of corporate social responsibility (SP) (pp. 4-88—4-89)	Weeks 7 & 8



	SM:002 Explain the nature of managerial ethics (MN) (pp. 4-90—4-91)	
	◆ Quiz 4 (SM:082, SM:002)	
	QM:001 Explain the nature of quality management (SP) LAP-QM-001 (pp. 4-92—4-93)	
How does management differ around the world?	SM:029 Discuss the nature of global management (MN) (pp. 4-95—4-96)	Week 9
	◆ Quiz 5 (QM:001, SM:029)	
<b>Business Planning</b>		
What do we need to plan?	SM:007 Explain the nature of business plans (MN) LAP-SM-007 (pp. 4-97—4-98)	Week 9
What are the mission and goals of our class business?	SM:009 Define business mission (ON) (pp. 4-99—4-101)	Week 10
	SM:008 Develop company goals/objectives (ON) (pp. 4-102—4-104)	
	◆ Objective Exam	

<b>Identifying a Target Market</b>		
Who is our target market?	MP:004 Identify market segments (MN) (pp. 4-105—4-107)	Weeks 11 & 12
	MP:005 Select target market (MN) (pp. 4-108—4-110)	
	MP:009 Conduct market analysis (market size, area, potential, etc.) (MN) (pp. 4-111—4-113)	
	◆ Quiz 6 (MP:004, MP:005, MP:009)	
<b>Taking a Closer Look</b>		
How do we compare to our competition?	MP:012 Conduct competitive analysis (MN) (pp. 4-114—4-116)	Week 13
	PM:246 Identify product's/service's competitive advantage (SP) (pp. 4-117—4-118)	
	◆ Quiz 7 (MP:012, PM:246)	



What are our strengths, weaknesses, opportunities, and threats?	SM:010 Conduct an organizational SWOT (ON) (pp. 4-119—4-120)	Week 14
	◆ Objective Exam	
<b>Human Resource Planning</b>		
What human resources does our business need?	HR:353 Determine hiring needs (SU) (pp. 4-121—4-122)	Weeks 15 & 16
	HR:518 Develop job descriptions and profiles (MN) (pp. 4-123—4-124)	
	HR:390 Discuss employee compensation (SU) (pp. 4-125—4-126)	
	◆ Quiz 8 (HR:353, HR:518, HR:390)	
How will our human resources be organized and managed?	SM:030 Explain management theories and their applications (MN) (pp. 4-127—4-128)	Week 17
	SM:032 Develop an organizational plan for human resources (MN) (pp. 4-133—4-134)	
	◆ Quiz 9 (SM:030, SM:032)	
What is our overall plan for the management of our class business?	SM:049 Develop company's management plan (ON) (pp. 4-135—4-136)	Week 18

*\*\*Course schedule subject to change.*

Course Grade Scale	
A	89.5 - 100
B	79.5 – 89.4
C	69.5 – 79.4
D	59.5 – 69.4
F	0 – 59.4

Assessment/Practice Proficiency Levels	
4	Advanced Understanding of the Standard
3	Meets the Standard
2	Approaches the Standard
1	Does not Meet the Standard

Grade Reporting Criteria/Weights	
Content	40%
Communication	25%
21 <sup>st</sup> Century Workplace Skills	25%
Practice	10%



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**Grades are based on achievement of Content Standards and Grade Level Expectations.**  
**\*Weekly progress grades are posted at <https://ic.adasm12.org/campus/portal/adams12.isp>**

#### **General Expectations**

- Grades are based upon the demonstration of proficiency on units associated within specific grade reporting criteria.
- **Assessment: 90%** Assessments are a means to determine a student's mastery and understanding of information, skills, concepts, or processes.
- **Practice: 10%** Practice includes opportunities for students to receive clear, specific, and timely feedback as they are developing knowledge and skills, prior to Assessments.
- Assessments will be graded based on teacher/district/state rubrics.

#### **Class Expectations**

**Missing or incomplete assignments/assessments for this course:** Superintendent Policies 6280 Homework and 6281 Make-Up Work will be followed for this course. They state that it is the student's responsibility to request and obtain missing work. When a student has an excused absence, the student has the same number of days they were absent plus one day to make up assignments. Students who are unexcused may not be able to receive feedback from Practice prior to required Assessments.

#### **Front Range Community College Course Information:**

Students must comply with all of the Front Range Community College deadlines and instructions to receive concurrent college credit.

