



## MOUNT HOREB HIGH SCHOOL

### Business & Marketing Management

Instructor: Allison Carroll

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### Description

Business and Marketing Management is a two credit, one year long class that meets daily. Students will have cooperative work experience in an area business. The classroom component builds on business skills, allowing you to grow academically and professionally. Topics of study include advanced job seeking, business careers, communications, business management (including running the schools store), business law, and human relations. Students will have the opportunity to earn the State Employability Skills Certificate and, in many cases the State Youth Apprentice certificate.

### Goals

Throughout this course, students will gain employability skills valued by employers, explore career interests, and earn a state credential of student mastery. This program allows:

- Students to document their employability skills
- Students to receive individualized instruction in order to acquire skills needed in today's workplaces
- Employers to assess the skills they are looking for in quality employers
- Students to gain valuable experience running the Mount Horeb High School School Store.

### COURSE MATERIALS

You are expected to bring your materials with you to class every day. Failure to bring materials repeatedly may result in loss of participation points.

- Folder/ Binder (your preference)
- Paper and Pen or Pencil



## MOUNT HOREB HIGH SCHOOL

- Senior class picture
- \$20 for employer banquet

### **FOOD/BEVERAGES IN THE CLASSROOM**

Food/beverages are permitted in the classroom so long as you clean up any messes (including crumbs and wrappers) and it does not cause a distraction.

### **Cell Phone Policy**

Cell phones are generally to be silenced and kept out of sight during class (place them in a pocket, backpack etc.). On some days, you may actively be able to use your cell phone in class for research, projects, etc. On others, individual project work days, for example, you may be permitted to listen to music with earbuds. However, assume that your phone should be silenced and out of sight.

Consequence:

- First issue: warning.
- Second/third/fourth issue: A parent/guardian will be contacted and behavior will be documented in Infinite Campus as a MINOR.
- Subsequent issue: Administration will manage. Behavior will be documented in Infinite Campus as a MAJOR.

**Learner Responsibilities:** As a student in this class, I expect you to:

- take responsibility for your own learning.
- be prepared for class and be an enthusiastic participant during class
- treat others with tolerance and respect
- act responsibly and reliably in group work
- set high standards for your work
- take advantage of opportunities!

**Instructor Responsibilities:** As your instructor, I commit to communicating openly and frequently with you about this class. I will maintain a professional and safe learning environment. You can expect a reply to communication, via e-mail, through online discussions, voicemail or in person, within 24-48 business hours.



## **MOUNT HOREB HIGH SCHOOL**

### **Course Schedule**

**In addition to managing the school store, and engaging in event planning throughout the year, this class will focus on topics including:**

- The Career Decision-Making Process
- Developing a Career Portfolio
- Workplace Communications
- Human Relations in the Workplace
- Maintaining/Terminating Employment
- Legal Aspects of Employment
- Personal Branding

**ATTENDANCE POLICY:** When you are absent, it is your responsibility to find out what was missed. You are expected to discuss with me what was missed the day you return to class. An anticipated absence must be discussed with me before it occurs.

YOU ARE NOT ABLE TO GO TO WORK

IF YOU ARE ABSENT FROM SCHOOL.

**In the event of an absence you must ALWAYS contact:**

- Your workstation/direct supervisor
- Ms. Carroll

### **WEEKLY WORK REPORTS**

Each week you will be required to submit a weekly work report with feedback on your internship position and hours worked. These are ALWAYS due at the beginning of class on Tuesday! Always be prepared to discuss and share experiences.



## **MOUNT HOREB HIGH SCHOOL**

### **SEMESTER EXAM:**

You have the option to:

1. Attend DECA District Competition on January 11
2. Complete a report and presentation on a business reading of your choice (book, not periodical). All books must be approved in advance and a suggested reading list is provided.

### **PROFESSIONAL BUSINESS ETIQUETTE:**

Many discussions in class take place that are to help us to learn and grow from each other professionally. Please remember that there are topics that may come up in class (such as employer conflicts/practices) that are not appropriate to discuss out of class. Respect that there may be discussions that should remain in the classroom!