



RADNOR TOWNSHIP SCHOOL DISTRICT
Course Overview



Business Administration
Course # 1020

General Information

Credits: 1.0
Weighted: No
Prerequisite: N/A

Length: Full Year
Format: Meets Daily
Grade: 10-12

Course Description

Business Administration is designed as an introductory business course for students who intend to continue their education after high school, students who want to see if an area of business would be a suitable college major, or for students who just want to learn introductory business concepts. The course focuses on the business environment, forms of business organization, business planning, fundamental management techniques, entrepreneurship, marketing, risk management, promotion, personnel, and finance. The course materials include outside readings, films, and case studies profiling various industry and business leaders of the twenty-first century. Field trips and guest speakers are used to supplement course material.

Course Objectives:

Students will have the opportunity to:

- Acquire a working vocabulary of common business terms.
- Obtain an awareness of the many activities, problems, and decisions involved in successfully operating a business.
- Gain an appreciation of the importance of business and management in our economic system.
- Develop insights for deciding on specific career objectives and potential college majors from among the great number of employment opportunities in the business world.
- Understand facts, procedures, principles, and concepts needed to become effective members of business organizations
- Appreciate the dynamics of business that are represented by technology, organizational change, diversity in the workforce, global competition, and the link between business and society.

Common Assessments:

Grades will be based on a variety of assessments including classwork, homework, tests, and projects. Assignments will be given a point value based on their length and difficulty. Chapter tests will be given at the end of each chapter. The Radnor High School grading system and scale will be used to determine letter grades.

Major Units of Study:

Business and Its Environment
Forms of Business Ownership and the Law
Information and Communication Systems
Management Responsibilities
Financial Management
Production and Marketing Management
Human Resources Management

Materials & Texts

Text: *Business Management*, Burrow, Kleindl, Southwestern/Thomson Learning, 2013. ISBN: 1-111-57172-4

Current events analysis using resources like the Wall Street Journal, New York Times, Business Week, and more.

Spreadsheet projects will utilize Microsoft Excel.

Students will use online technology including websites and apps to collaborate with the teacher and with each other.