



Business Management

Career Cluster	Business Management and Administration
Course Code	12052
Prerequisite(s)	Introduction to Business (Recommended)
Credit	0.5
Program of Study and Sequence	Introduction to Business – Business Management – Pathway or Advanced Cluster Course
Student Organization	Future Business Leaders of America (FBLA), DECA
Coordinating Work-Based Learning	Guest Speakers, Field Trips, Tours
Industry Certifications	NA
Dual Credit or Dual Enrollment	NA
Teacher Certification	Business Management & Administration Cluster Endorsement; *Business Ed.
Resources	

Course Description:

Business Management focuses on the development of the planning, organizing, leading, and controlling functions required for the production and delivery of goods and services. This applied knowledge course addresses the management role of utilizing the businesses' resources of employees, equipment, and capital to achieve an organization's goals.

Program of Study Application

Business Management is a Pathway Course in the Business Management and Administration cluster in the Human Resources Management, General Management, Operations Management, and Business Information Management pathways. This course would follow the Introduction to Business, Accounting I, Personal Finance, and/or Principles of Marketing cluster courses.

Course Standards

MGT 1: Students will define management and its role in effective and efficient performance in business.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 1: Recall	<p>MGT 1.1 Explain why management is important in business</p> <p>Examples:</p> <ul style="list-style-type: none"> • Define management and the management process such as planning, organizing, leading, controlling • List what managers do in business • Utilize career-planning concepts, tools and strategies to explore, obtain and/or develop a career in business management 	<p>https://www.moneyinstructor.com/lesson/planningorganizing.asp</p>
Level 1: Recall	<p>MGT 1.2 Describe characteristics of successful managers</p> <p>Examples:</p> <ul style="list-style-type: none"> • Identify personal characteristics of an effective manager • Explain how managers are effective as on-task, goal oriented, and efficient • Define ways a manager becomes a leader 	<p>www.entrepreneur.com/article/238129</p> <p>“7 Traits to Turn Good Managers Into Great Managers” by Craig CinCotta</p>
Level 3: Strategic Thinking	<p>MGT 1.3 Identify challenges that managers face in business and propose what they can do to overcome these challenges</p> <p>Examples:</p> <ul style="list-style-type: none"> • Determine how a code of ethics applies to decisions made by managers, e.g. hiring practices, employee/employer expectations, professional responsibility • Evaluate ethical considerations involving managers and business relationships 	<p>http://guides.wsj.com/management/developing-a-leadership-style/what-do-managers-do/</p> <p>Adapted from “The Wall Street Journal Guide to Management” by Alan Murray</p>

Notes:

MGT 2: Students will determine how functions of management are implemented and why they are important.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2: Skill/Concept	<p>MGT 2.1 Clarify the planning function of management</p> <p>Examples:</p> <ul style="list-style-type: none"> • Explain what planning is and why it is important • Explain the business decision-making process • Explain the role of operations planning and strategic planning • Write short- and long-term strategic goals • Identify planning tools such as budgets, schedules, and policies 	<p>http://www.marketin-g91.com/four-functions-of-management/</p>
Level 2: Skill/Concept	<p>MGT 2.2 Interpret the organizing function of management</p> <p>Examples:</p> <ul style="list-style-type: none"> • Identify and provide examples of forms of ownership: sole proprietorship, partnership, corporations, franchises, cooperatives, and S-corporations • Evaluate the advantages and disadvantages of each form of ownership • Identify types of organization structure: line, line and staff, matrix, team, committee, and grapevine; centralized vs. decentralized • Create organization charts 	<p>http://www.aiuniv.edu/blog/january-2016/functions-of-management</p>
Level 2: Skill/Concept	<p>MGT 2.3 Investigate the directing/leading function of management</p> <p>Examples:</p> <ul style="list-style-type: none"> • Identify leaders and effective leadership qualities • Compare and contrast leadership styles: autocratic, democratic, laissez faire • Describe techniques managers use to motivate individual employees • Describe professionalism and why participation in professional associations is important 	<p>You Tube – Search “Four Functions of Management”</p>
Level 2: Skill/Concept	<p>MGT 2.4 Summarize the controlling and evaluating functions of management</p> <p>Examples:</p> <ul style="list-style-type: none"> • Describe the importance of business mission statements, vision statements, goals and objectives • Understand the need to measure performance against established expectations • Determine how to choose standards for internal and external controls 	

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MGT 3: Students will evaluate the importance of human resource activities of a manager in the successful operation of a business.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 4: Extended Thinking	MGT 3.1 Analyze human resources and management theories in a business organization Examples: <ul style="list-style-type: none"> • Describe and analyze management theories • Identify methods used in recruiting, hiring, training, and firing of employees • Identify trends in the modern workplace • Report on compensation and benefits 	https://www.bls.gov/oh/management/human-resources-managers.htm
Level 4: Extended Thinking	MGT 3.2 Propose strategies for bringing together a diverse workforce Examples: <ul style="list-style-type: none"> • Explain social responsibility • Analyze ways to manage conflict and stress in the workplace • Analyze characteristics of an effective team member 	http://interactive.itagroup.com/organizational-culture-transformation?utm_source=Paid-Search&utm_medium=Google-AdWords&utm_content=Ad-3&utm_campaign=FY17-Lead-Generation&gclid=CivvofyutQCFZyNswodJ2sEpg#imgaLhbY0iG0vLJORkKNA
Level 4: Extended Thinking	MGT 3.3 Evaluate human relations, self-management, technological, organizational, and professional leadership skills in managing a business Examples: <ul style="list-style-type: none"> • Examine the importance of time management tools and skills • Examine the role of technology in the overall management process • Examine the advantages of networking to achieve personal and professional advancement • Examine strategies to develop liaisons with professional organizations such as internships, volunteer work, and membership in organizations 	

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MGT 4: Students will be able to analyze the impacts of international and government regulations on management decisions.

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 3: Strategic Thinking	<p>MGT 4.1 Investigate the legal environment of managing a business</p> <p>Examples:</p> <ul style="list-style-type: none"> • Describe how the workplace has changed as a result of labor legislation • Explain laws pertaining to business practices • Examine the legal aspect of starting a business • Identify and analyze illegal marketing practices 	
Level 3: Strategic Thinking	<p>MGT 4.2 Investigate the economic and international environment of managing a business</p> <p>Examples:</p> <ul style="list-style-type: none"> • Distinguish economic terms • Compare ways businesses compete domestically and globally • Compare forces of supply and demand in the economy • Compare various types of competition 	

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