



Business Management

Career Cluster	Business Management and Administration
Course Code	12052
Prerequisite(s)	Introduction to Business (Recommended)
Credit	0.5 to 1.0
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, and Tours
Industry Certifications	N/A
Dual Credit or Dual Enrollment	See: https://sdmylife.com/images/Approved-CTE-Dual-Credit.pdf
Teacher Certification	Business Management & Administration Cluster Endorsement; *Business Ed.
Resources	N/A

Course Description

Business Management focuses on the development of the planning, organizing, leading, and controlling functions required within the business environment. This applied knowledge course addresses the management role of utilizing the business's 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 and/or organizations.

<i>Webb Level</i>	<i>Sub-indicator</i>
One Recall	MGT 1.1 Explain why management is important in business and/or organizations. <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
One Recall	MGT 1.2 Describe characteristics of successful managers. <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
Three Strategic Thinking	MGT 1.3 Identify challenges that managers face in business and/or organizations and propose what they can do to overcome these challenges. <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

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

<i>Webb Level</i>	<i>Sub-indicator</i>
Two Skill/Concept	MGT 2.1 Investigate the planning function of management. <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
Two Skill/Concept	MGT 2.2 Interpret the organizing function of management. <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
Two Skill/Concept	MGT 2.3 Investigate the directing/leading function of management. <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

Two Skill/Concept	<p>MGT 2.4 Summarize the controlling and evaluating functions of management.</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 a manager in the successful operation of a business organization.

<i>Webb Level</i>	<i>Sub-indicator</i>
Four Extended Thinking	<p>MGT 3.1 Analyze human resources and management theories in a business and/or organization.</p> <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
Four Extended Thinking	<p>MGT 3.2 Propose strategies for bringing together a cohesive workforce.</p> <ul style="list-style-type: none"> ● Compare and contrast communication within organizations and the workforce ● Analyze ways to manage conflict and stress in the workplace ● Analyze characteristics of an effective team member
Four Extended Thinking	<p>MGT 3.3 Evaluate human relations, self-management, technological, organizational, communication and professional leadership skills in managing a business and/or organization.</p> <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 role of communication 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

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>
Three Strategic Thinking	<p>MGT 4.1 Investigate the legal environment of managing a business and/or organization</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
Three Strategic Thinking	<p>MGT 4.2 Investigate the economic and international environment of managing a business and/or organization.</p> <ul style="list-style-type: none"> ● Distinguish economic terms ● Compare ways businesses compete domestically and globally

	<ul style="list-style-type: none">• Compare forces of supply and demand in the economy• Compare various types of competition
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