CareerClusters™
PATHWAYS TO COLLEGE & CAREER READINESS

Business Management & Administration

State Approved Courses for Business Management & Administration Programs
Revised June 2022

Proposed

Foundational CTE Courses

Career Exploration (22151) Employability (22152) Entrepreneurship (12053) Workplace Technology Skills (10004) Leadership & Service (22101)

Cluster Courses

Introduction to Business (12051^) Personal Finance (19262^) Marketing Principles (12164)

International Business & Marketing (12056) Entrepreneurial Skills (12061) Business Economics (12105)

Pathway Courses

Business Administration Pathway	***Business Accounting Pathway***	***Administrative Support Pathway***
Business Law (12054) Business Management (12052)	Accounting I (12104^) Advanced Accounting (12108) Accounting II (12109)	Business Computer Applications (10005^) Advanced Business Computer Applications (10049)

Dual Credit Courses

Visit www.sdmylife.com for a full list of dual credit courses in the Business Management & Administration Career Cluster.

Academic CTE Courses

Algebra I (02052^) Probability & Statistics (02201) Psychology (04254^) Sociology (04258^) Economics (04201^)

Capstone CTE Courses

Entrepreneurship Experience (80026) Senior Experience (80019^) Youth Apprenticeship (80020) Service Learning Experience(22104) Youth Internships (80018^)

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Introduction to Business

Career Cluster	Business Management and Administration
Course Code	12051
Prerequisite(s)	Introduction to Business (Recommended)
Credit	0.5 to 1.0
Program of Study and Sequence	Foundational Course – **Introduction to Business** – Pathway 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; Finance Cluster Endorsement; Marketing Cluster Endorsement; *Business Ed.
Resources	N/A

Course Description
Introduction to Business exposes students to the world of business, including the concepts, functions, and skills required for meeting the challenges of operating a business on a local, national, and international scale. The course will introduce all aspects of business: domestic economics in a global society, financial principles, marketing, management strategies, administrative and information systems, ethics, and organizational and professional leadership. Students will analyze the elements of the business environment and focus on attitudinal and problem-solving skills inherent to success.

Program of Study Application
Introduction to Business is a cluster course in the Business Management and Administration career cluster. Successful completion will prepare a student to enter a pathway course in any of the Business Management and Administration career pathways.

Proposed

Course Standards

IB 1: Students will identify skills needed to be successful in the global economic environment.

Webb Level	*Sub-indicator*
One Recall	IB 1.1 Explain the terms economics and economic activity. ● Explain how limited resources affect business ● Explain factors which affect supply and demand ● Explain concepts of economic resources ● Identify economic indicators to detect economic trends and conditions ● Explain the nature of global trade ● Compare and contrast the different types of economic systems ● Explain how economic systems answer the basic economic questions
One Recall	IB 1.2 Explain businesses' roles in a global society. ● Explain ways in which businesses interact with society ● Describe different ways our government intervenes in and/or regulates business ● Explain the nature of labor unions
One Recall	IB 1.3 Discuss career choices in economics.

IB 2: Students will compare the different forms of business organizations and management styles.

Webb Level	*Sub-indicator*
Two Skill/Concept	IB 2.1 Compare and contrast different forms of business organizations. ● Discuss common forms of business ownership ● Explain factors that affect the selection of ownership
Three Strategic Thinking	IB 2.2 Differentiate among different management styles and human resource procedures. ● Examine management strategies to improve performance and competitive advantages of an organization ● Determine human resources management legal responsibility in maintaining labor relations ● Determine proper human resources procedures for managing employees
Two Skill/Concept	IB 2.3 Explore professional and ethical leadership styles. ● Model professional leadership styles ● Address ethical dilemmas
Two Skill/Concept	IB 2.4 Explore careers in business organizations and through business ownership.

IB 3: Students will apply concepts of marketing, business finances and technology in the operation of a business.

Webb Level	*Sub-indicator*
Two Skill/Concept	IB 3.1 Demonstrate marketing principles involved in business operations. ● Describe factors that influence customer-business relationships ● Identify the elements of the marketing mix ● Explain the effects of competition in a free enterprise system

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	● Explore careers in marketing and sales fields
One Recall	IB 3.2 Describe roles technology plays in business operations. ● Identify information technologies commonly used in business operations ● Discuss how information technology impacts business operations ● Discuss how technologies apply to trends in information systems ● Discuss technology careers available within business organizations
Two Skill/Concept	IB 3.3 Explain the financial process needed to start and operate a business. ● Recognize the need for a business plan ● Recognize the importance of maintaining accurate business records using acceptable accounting processes ● Recognize the importance of utilizing information available to make sound decisions in operating a business ● Explain the importance of the profit motive ● Explore finance careers available within business organizations

IB 4: Students will evaluate: roles individuals play as consumers in the economy, financial management concepts, and careers in financial management.

Webb Level	*Sub-indicator*
Three Strategic Thinking	IB 4.1 Demonstrate how important a consumer is in the global economy. ● Apply the steps in a rational decision-making process to a situation involving an economic decision by an individual ● Demonstrate responsibility for consequences of economic choices
Three Strategic Thinking	IB 4.2 Apply processes involved in consumer financial planning. ● Identify the difference between needs and wants ● Describe the importance of financial goals ● Create and analyze the budget process ● Examine careers in financial planning
Two Skill/Concept	IB 4.3 Examine available banking services and credit options. ● Describe different types of financial institutions and their services ● Explain various types of consumer credit ● Describe positive and negative consequences of using credit ● Explore careers pertaining to financial services
Two Skill/Concept	IB 4.4 Explain savings and investment options to meet short- and long-term goals. ● Explain the time value of money ● Explain differences between savings and investing ● Identify criteria for choosing savings and investment options ● Examine careers concerning savings and investing

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Business Computer Applications

Career Cluster	Business Management and Administration
Course Code	10005
Prerequisite(s)	Recommended – Workplace Technology Skills
Credit	0.5 to 1.0
Program of Study and Sequence	Workplace Technology Skills– **Business Computer Applications** – Advanced Business Computer Applications or Dual Enrollment
Student Organization	Future Business Leaders of America (FBLA) and DECA
Coordinating Work-Based Learning	Teacher Demonstrations, Collaborative Instruction, Peer Teacher, School and Community Projects, Online Resources/Tutorials
Industry Certifications	Microsoft Office Specialist (MOS)
Dual Credit or Dual Enrollment	See: https://sdmylife.com/images/Approved-CTE-Dual-Credit.pdf
Teacher Certification	Business Management & Administration Cluster Endorsement; Business Marketing & Management Pathway Endorsement; Marketing Cluster Endorsement; Sales, Merchandising & Marketing Research Support Pathway Endorsement; K-12 Classroom Technology; *Business Education; *K-12 Educational Technology
Resources	Certiport.com, Microsoft Office Suite, Google Suite

Course Description
Business Computer Applications focuses on integrating computer technology with decision-making and problem-solving skills. Areas of instruction include advanced applications in e-mail management, file management, word processing, spreadsheets, presentation, and database software that prepare students for industry standard certifications.

Program of Study Application
Business Computer Applications is a Pathway Course in the Business Management and Administration cluster, Administrative Support and Business Information Management Pathways. This course would follow the Foundations of Technology course and lead into the Expert Computer Applications course.

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Course Standards

ACA 1: Students will be able to manage an email system using a variety of features.

Webb Level	*Sub-indicator*
Two Skill/Concept	ACA 1.1 Identify the role an email system plays in an organization and with information security. ● Compare and contrast personal and professional email usage ● Understand company policy and procedure around the use of technology and email systems
Two Skill/Concept	ACA 1.2 Create and manage a contact list. ● Create individual contacts ● Create groups ● Manage contacts within your organizations
Two Skill/Concept	ACA 1.3 Organize and manage folders within the email system. ● Create individual folders ● Organize and manage folders
Two Skill/Concept	ACA 1.4 Manage the calendar function within the email system. ● Schedule meetings with invited participants ● Establish a personal schedule within the calendar function ● Compare and contrast various aspects of calendar invites e.g. accept, decline, propose new time, etc.

ACA 2: Students will be able to implement file management using a variety of methods.

Webb Level	*Sub-indicator*
Two Skill/Concept	2.1 Compare and contrast options available in file management. ● Identify file saving locations and pros and cons of each ● Demonstrate saving files in cloud systems ● Demonstrate saving files in network systems ● Demonstrate saving files on a hard drive
Two Skill/Concept	2.2 Utilize collaboration in file management. ● Identify shared drives and folders ● Create and utilize shared folders

ACA 3: Students will be able to produce word processing documents using a variety of features.

Webb Level	*Sub-indicator*
Two Skill/Concept	ACA 3.1 Create and manage documents. ● Create a document ● Navigate through a document ● Format a document ● Customize options and views for documents ● Print and save documents
Two Skill/Concept	ACA 3.2 Format text, paragraphs, and sections. ● Insert text and paragraphs ● Format text and paragraphs ● Order and group text and paragraphs

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Two Skill/Concept	ACA 3.3 Create tables and lists. ● Create a table ● Modify a table ● Create and modify a list
Two Skill/Concept	ACA 3.4 Create and manage references. ● Create and manage reference markers ● Create and manage simple references
Two Skill/Concept	ACA 3.5 Insert and format graphic elements. ● Insert graphic elements ● Format graphic elements ● Insert and format SmartArt graphics

ACA 4: Students will be able to produce spreadsheets using a variety of features.

Webb Level	*Sub-indicator*
Two Skill/Concept	ACA 4.1 Create and manage worksheets and workbooks. ● Create worksheets and workbooks ● Navigate in worksheets and workbooks ● Format worksheets and workbooks ● Customize options and views for worksheets and workbooks ● Configure worksheets and workbooks for distribution
Two Skill/Concept	ACA 4.2 Manage data cells and ranges. ● Insert data in cells and ranges ● Format cells and ranges ● Summarize and organize data
Two Skill/Concept	ACA 4.3 Create tables. ● Create and manage tables ● Manage table styles and options ● Filter and sort a table
Two Skill/Concept	ACA 4.4 Perform operations with formulas and functions. ● Demonstrate use of formulas ● Summarize data by using functions ● Perform conditional operations by using functions ● Format and modify text by using functions
Two Skill/Concept	ACA 4.5 Create charts and objects. ● Create charts ● Format charts ● Insert and format objects

ACA 5: Students will be able to produce professional presentations using a variety of features.

Webb Level	*Sub-indicator*
Two Skill/Concept	ACA 5.1 Create and manage presentations. ● Create presentations ● Insert and format slides ● Modify slides, handouts, and notes ● Order and group slides

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	● Change presentation options and views ● Configure a presentation for print ● Configure and present a slide show ● Merge content from multiple presentations into one final presentation
Two Skill/Concept	ACA 5.2 Insert and format text, shapes and images. ● Insert and format text ● Insert and format shapes and text boxes ● Insert and format images ● Order and group objects
Two Skill/Concept	ACA 5.3 Insert tables, charts, SmartArt and media. ● Insert and format tables ● Insert and format charts ● Insert and format SmartArt graphics ● Insert and manage media ● Embed and link media
Two Skill/Concept	ACA 5.4 Apply transitions and animations. ● Apply slide transitions ● Animate slide content ● Set timing for transitions and animations

ACA 6: Students will be able to identify a variety of employment opportunities that utilize computer applications.

Webb Level	*Sub-indicator*
One Recall	ACA 6.1 Identify employment opportunities.
Two Skill/Concept	ACA 6.2 Compare and the contrast the value of the industry certifications on employment in related industries.

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Advanced Business Computer Applications

Career Cluster	Business Management and Administration
Course Code	10049
Prerequisite(s)	Business Computer Applications
Credit	0.5 to 1.0
Program of Study and Sequence	Workplace Technology - Business Computer Applications – **Advanced Business Computer Applications** – Dual Enrollment or Capstone Experience
Student Organization	Future Business Leaders of America (FBLA) and DECA
Coordinating Work-Based Learning	Guest speakers, job shadowing
Industry Certifications	Microsoft Office Specialist (MOS) Expert Microsoft Office Specialist Master (optional)
Dual Credit or Dual Enrollment	See: https://sdmylife.com/images/Approved-CTE-Dual-Credit.pdf
Teacher Certification	Business Management & Administration Cluster Endorsement; Business Marketing & Management Pathway Endorsement; Marketing Cluster Endorsement; Sales, Merchandising & Marketing Research Support Pathway Endorsement; K-12 Classroom Technology; *Business Education; *K-12 Educational Technology
Resources	Certiport.com, Microsoft Office Suite, Google Suite

Course Description
Advanced Business Computer Applications focuses on integrating computer technology with decision-making and problem-solving skills. Areas of instruction include expert level applications in word processing and spreadsheet software that prepare students for MOS Expert industry certifications.

Program of Study Application
Advanced Business Computer Applications is a Pathway Course in the Business Management and Administration cluster, Administrative Support pathway. This course would follow the Advanced Computer Applications course and leads to a Capstone Experience.

Proposed

Course Standards

ECA 1: Students will be able to produce word processing documents implementing expert level features.

Webb Level	*Sub-indicator*
Two Skill/Concept	ECA 1.1 Manage document options and settings. ● Manage documents and templates ● Prepare documents for review ● Manage document changes
Two Skill/Concept	ECA 1.2 Design advanced documents. ● Perform advanced editing and formatting ● Create styles
Three Strategic Thinking	ECA 1.3 Create advanced references. ● Create and manage indexes ● Create and manage references ● Manage forms, fields, and mail merge operations
Four Extended Thinking	ECA 1.4 Create custom word elements. ● Create and modify building blocks, macros, and controls ● Create custom style sets and templates ● Prepare a document for internationalization and accessibility

ECA 2: Students will be able to produce spreadsheets implementing expert level features.

Webb Level	*Sub-indicator*
Two Skill/Concept	ECA 2.1 Manage workbook options and settings. ● Manage workbooks ● Manage workbook review
Two Skill/Concept	ECA 2.2 Apply custom data formats and layouts. ● Apply custom data formats and validation ● Apply advanced conditional formatting and filtering ● Create and modify custom workbook elements ● Prepare a workbook for internationalization
Three Strategic Thinking	ECA 2.3 Create advanced formulas. ● Apply functions in formulas ● Look up data by using functions ● Apply advanced date and time functions ● Perform data analysis and data mining ● Troubleshoot formulas ● Define named ranges and objects
Three Strategic Thinking	ECA 2.4 Create advanced charts and tables. ● Create advanced charts ● Create and manage PivotTables ● Create and manage PivotCharts

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ECA 3: Explore relevant factors that impact success and satisfaction in MOS-related careers.

Webb Level	*Sub-indicator*
Two Skill/Concept	ECA 3.1 Compare and contrast characteristics of MOS-related careers. ● Research the geographic demands/limitations for careers of interest ● Identify work schedules, organizational cultures, and workplace environments typical of various careers (e.g., work-from-home, shift work, travel, customer interaction, etc.) ● Investigate opportunities for career advancement
Two Skill/Concept	ECA 3.2 Compare and contrast education/training requirements for employment in MOS-related careers. ● Identify skill requirements and expectations for a license or certification ● Compare and contrast time commitments required for different education/training options (e.g., military, technical college, university, on-the-job-training, apprenticeship, etc.) ● Compare and contrast costs required for different education/training options (e.g., military, technical college, university, on-the-job-training, apprenticeship, etc.) ● Tour local businesses or take a field trip to a technical college or university
Four Extended Thinking	ECA 3.3 Investigate and make connections to relevant MOS-related careers. ● Connect with local businesses ● Connect with post-high school resources ● Identify and grow personal network strengths ● Establish a personal network through LinkedIn or similar professional site

ACA 4: Students will be able to produce databases using a variety of features.

Webb Level	*Sub-indicator*
Two Skill/Concept	ECA 4.1 Create and manage a database. ● Understand the components of a database ● Create and modify databases ● Manage relationships and keys ● Navigate through a database ● Protect and maintain databases ● Print and export data
Two Skill/Concept	ECA 4.2 Build tables. ● Create tables ● Manage tables ● Manage records in tables ● Create and modify fields
Two Skill/Concept	ECA 4.3 Create queries. ● Create calculated fields and grouping within queries
Two Skill/Concept	ECA 4.4 Create forms. ● Create a form ● Configure form controls ● Format a form
Two	ECA 4.5 Create reports.

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Skill/Concept	● Create a report ● Configure report controls ● Format a report
Two Skill/Concept	ECA 4.6 Explore uses for database systems. ● Compare and contrast industry specific databases and/or models

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Business Law

Career Cluster	Business Management and Administration
Course Code	12054
Prerequisite(s)	Introduction to Business (Recommended)
Credit	0.5 to 1.0
Program of Study and Sequence	Introduction to Business – **Business Law** – 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; Finance Cluster Endorsement; *Business Ed.
Resources	N/A

Course Description
Business Law focuses on an understanding of the judicial system at the local, state, and national levels. Topics include a general understanding of constitutional law, torts, ethics, securities, consumer protection, contract law, rights and responsibilities as citizens, utilization of financial transactions, employment and agency relationships, and regulations governing different types of business organizations.

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

Proposed

Course Standards

BL 1: Students will analyze relationships between business ethics and classifications of business law.

Webb Level	*Sub-indicator*
Three Strategic Thinking	BL 1.1 Compare and contrast differences between business ethics and business laws and identify consequences of unethical and illegal conduct. ● Identify ethical characteristics ● Compare various ethical theories ● Analyze values in constructing an ethical code and laws
Four Extended Thinking	BL 1.2 Analyze the origin of today's law and functions of local, state and federal court systems. ● Discuss roles of constitutions, common laws, statutory laws, court decisions and state administrative laws ● Determine how courts impact laws and understand the value of setting precedent ● Explain structures and functions of federal, state and local court systems ● Identify the types of cases heard at each level of court system
Three Strategic Thinking	BL 1.3 Distinguish between procedural and substantive laws. ● Describe dispute resolution techniques ● Identify steps in criminal and civil trials and who is involved

BL 2: Students will demonstrate an understanding of characteristics of criminal and tort laws.

Webb Level	*Sub-indicator*
Three Strategic Thinking	BL 2.1 Differentiate among categories of criminal law, different types of business crimes, and available penalties. ● Examine felonies, misdemeanors and infractions, and categories of criminal law ● Study effects of forgery, fraud, embezzlement and perjury on business organizations ● Determine defenses of criminal acts and describe penalties ● Research computer crimes and the laws regarding them
Three Strategic Thinking	BL 2.2 Differentiate among categories of tort law and describe remedies available. ● Examine negligence, intentional and strict liability, and other types of torts ● Identify and explain elements of negligence torts ● Discuss concepts of the reasonable person test and proximate cause

BL 3: Students will evaluate relationships among contract law, law of sales, and consumer law.

Webb Level	*Sub-indicator*
Two Skill/Concept	BL 3.1 Demonstrate an understanding of contractual relationships and identify elements of a valid contract. ● Identify classifications of contracts ● Discuss consideration as it applies to contract law ● Explain ramifications of contracting with a minor ● Describe rules applied to interpretations of contracts

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Three Strategic Thinking	BL 3.2 Understand and defend methods by which a contract may be terminated or discharged. ● Interpret breach of contract ● Choose legal remedies available for resolution of breach of contracts ● Interpret fraud, non-disclosure, misrepresentation, mistake, duress and undue influence
Two Skill/Concept	BL 3.3 Compare and contrast law of sales and consumer laws. ● Evaluate consumer protection laws ● Examine the Uniform Commercial Code and its effects on business transactions ● Examine unfair and deceptive practices that are common ● Examine various administrative agencies that regulate consumer credit

BL 4: Students will analyze the role and importance of employment law as it relates to the conduct of business organizations.

Webb Level	*Sub-indicator*
Two Skill/Concept	BL 4.1 Demonstrate an understanding of employer-employee relationships, including independent contractors. ● Explain the implications of Objective Justification within the workplace ● Explain the doctrine of employment-at-will ● Describe wrongful discharge and exceptions to employment-at-will ●
Three Strategic Thinking	BL 4.2 Identify employee rights and their implications in workplace settings. ● List and explain legislation that regulates employment rights, conditions and worker benefits ● Identify employee rights that affect employment interview, testing, laws affecting minors and collective bargaining ● Identify an employer's responsibilities to verify employment eligibility

BL 5: Students will utilize career-planning concepts, tools and strategies to explore, obtain and/or develop a career in law.

Webb Level	*Sub-indicator*
One Recall and Reproduction	BL 5.1 Describe the importance of career readiness (soft-skill) practices in careers in law. ● Understand the importance of communication (oral, written, non-verbal, and listening), problem solving, teamwork, decision-making, conflict resolution, critical analysis and ethical reasoning.
One Recall and Reproduction	BL 5.2 Describe roles and responsibilities of careers in law. ● Explain the role and responsibilities of administrative careers in law ● Describe the role and responsibilities of executive/managerial careers in law.

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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.

Proposed

Course Standards

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

Webb Level	*Sub-indicator*
One Recall	MGT 1.1 Explain why management is important in business and/or organizations. ● 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. ● 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. ● 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.

Webb Level	*Sub-indicator*
Two Skill/Concept	MGT 2.1 Investigate the planning function of management. ● 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. ● 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. ● 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

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Two Skill/Concept	MGT 2.4 Summarize the controlling and evaluating functions of management. ● 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

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

Webb Level	*Sub-indicator*
Four Extended Thinking	MGT 3.1 Analyze human resources and management theories in a business and/or organization. ● 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	MGT 3.2 Propose strategies for bringing together a cohesive workforce. ● 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	MGT 3.3 Evaluate human relations, self-management, technological, organizational, communication and professional leadership skills in managing a business and/or organization. ● 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.

Webb Level	*Sub-indicator*
Three Strategic Thinking	MGT 4.1 Investigate the legal environment of managing a business and/or organization ● 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	MGT 4.2 Investigate the economic and international environment of managing a business and/or organization. ● Distinguish economic terms ● Compare ways businesses compete domestically and globally

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	● Compare forces of supply and demand in the economy ● Compare various types of competition

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