

ND BUSINESS EDUCATION FRAMEWORKS

Management II

Course Code	Course Name/Course Description	Grade Levels	High School Credit Options
14232	<p>Management II: Students will continue the study of management functions and theories. Topics include: business organization, personal and management skills, ethics and social responsibility, human resource management, technology and information management, financial decision making, industry analysis, markets and prices, and organized labor.</p> <p>Prerequisite: Management I</p>	9-12	1/2
Topic	Performance Expectations		
Management Functions	<ul style="list-style-type: none"> • Describe how operational, tactical, and strategic planning differ (9.1a.1.7) • Explain how goals at one operational level tie in with the level above (9.1a.1.8) • Prepare a business plan (9.1a.1.9) • Discuss how accountability for decision making is assured in an organization (9.1b.1.6) • Explain the importance of motivation in leadership (9.1c.1.5) • Differentiate between leading and managing (9.1c.1.6) • Compare and contrast leadership styles (9.1c.1.7) • Identify the leadership style most appropriate for a given situation (9.1c.1.8) • Discuss the importance of the controlling function in the business environment (9.1d.1.2) • Explain the steps in the control process (9.1d.1.3) • Compare and contrast feed-forward, concurrent, and feedback control (9.1d.1.4) 		
Management Theories	<ul style="list-style-type: none"> • Discuss how Contingency Theory relates to organization structure, systems of control, and approach to leadership and motivation (9.2.1.3) • Identify emerging management theories and explain how they expand upon current theories (9.2.1.6) 		

	<ul style="list-style-type: none"> • Explain how management theories evolve and are interrelated (9.2.1.4) • Illustrate how past and current management theories are applied in the business environment (9.2.1.5)
Business Organization	<ul style="list-style-type: none"> • Describe uses of centralized and decentralized organizational structures (8.7a.1.4) • Describe the role of self-managed work teams (9.3b.1.4) • Identify the advantages and disadvantages of organizing using teams (9.3c.1.2) • Distinguish between functional and matrix organization structures (9.3c.1.3) • Explain the difference between job enlargement and job enrichment (9.3c.1.5)
Personal Management Skills	<ul style="list-style-type: none"> • Identify stressors in the business environment (9.4b.1.3) • Determine appropriate reactions to stressors in the business environment (9.4b.1.4) • Recognize the benefits of motivational stress (9.4b.1.5) • Explain the importance of effective communication in business (9.4d.1.2) • Identify various types of communication channels (9.4d.1.3) • Identify effective communication skills for the business environment (9.4d.1.4) • Identify major problems that prevent effective communication in organizations (9.4d.1.5) • Identify available resources inside and outside the school for making professional contacts (e.g., professional organizations, business schools, alumni, and business leaders) (9.4e.1.3) • Explain why different management styles can be equally effective and successful (9.4e.1.4)
Ethics and Social Responsibility	<ul style="list-style-type: none"> • Describe ethical dilemmas faced by managers (9.5a.1.3) • Examine a business code of ethics (9.5a.1.5) • Explain the importance of an ethical work environment (9.5a.1.6) • Identify the impact of unethical behavior on a business (9.5a.1.7) • Explain the relationship between ethics and governmental regulations (9.5a.1.8) • Identify guidelines for ethical decision making (9.5a.1.9) • Identify ethical considerations resulting from various situations (e.g., technological advances, global competition, employer-employee relationships, and consumer relations) (9.5a.1.10) • Identify ways in which an organization demonstrates social responsibility toward its internal and external stakeholders (9.5b.1.3) • Discuss the impacts resulting from an organization being socially responsible toward its internal and external stakeholders (9.5b.1.4)

Human Resource Management	<ul style="list-style-type: none"> • Define outsourcing as it relates to human resource planning (9.6a.1.3) • Identify recruitment sources (9.6b.1.1) • Identify legislation affecting the recruitment and selection processes (e.g., affirmative action, Americans with Disabilities Act, and Genetic Information Nondiscrimination Act) (9.6b.1.3) • Explain the purpose of employee evaluations (9.6d.1.1) • Identify the impact of performance appraisals on employees and the organization (9.6d.1.3) • Identify issues encountered when determining levels of compensation (9.6e.1.3) • Define and discuss the concept of right sizing (9.6f.1.1) • Describe legal reasons for terminating employees (9.6f.1.2) • Explain the role of management in labor relations (9.6g.1.1) • Describe an employment contract (9.6g.1.2)
Organized Labor	<ul style="list-style-type: none"> • Define “right to work state” (9.6g.1.3) • Describe the history of the labor movement and why unions were organized (9.7.1.1) • Describe the collective bargaining process (9.7.1.2) • Explain the role of labor unions in the collective bargaining process (9.7.1.3)
Technology and Information Management	<ul style="list-style-type: none"> • Define knowledge management (9.8b.1.1) • Interpret, analyze, and synthesize information for decision making (9.8b.1.2) • Differentiate between e-commerce and e-business (9.8c.1.3) • Explain how successful e-business systems depend upon much more expertise than just technical skill in website design (9.8c.1.4) • Evaluate an e-business website (9.8c.1.5)
Industry Analysis	<ul style="list-style-type: none"> • Describe how various laws impact competition (e.g., Sherman Antitrust Act and Robinson-Patman Act) (9.9a.1.5) • Analyze various organizations to determine their competitive advantages (9.9b.1.2) • Discuss how financial ratios are used in business decision making (9.9b.1.3)
Financial Decision Making	<ul style="list-style-type: none"> • Identify sources of short- and long-term financing (9.10b.1.1) • Identify risks to business (9.10c.1.1)

Foundations of Communication	<ul style="list-style-type: none">• Demonstrate an awareness and acceptance of multicultural and regional speech differences (4.4a.1.16)• Organize and lead discussions (4.4a.1.17)• Use proper techniques when presiding or presenting at professional events (4.4b.1.24)
Markets and Prices	<ul style="list-style-type: none">• Explain and give illustrations of the law of demand, law of supply, and equilibrium price (5.4.1.6)• Demonstrate an understanding of the supply and demand curves when there are increases and decreases in supply and demand and explain why these changes occur (5.4.1.10)• Illustrate how a change in price affects quantity demanded or quantity supplied. (5.4.1.11)