

# MANAGEMENT I

**MIS03 14231**

*Students in Management I are introduced to the field of management and organizational theory. Topics include: leadership, motivation, planning, teamwork, and goal setting. The course will develop a mastery of theory and research findings about organizations and people within the organizations.*

**Credit** ½ credit  
Max credit = ½

**Level** Grades 9-12

*-These are the standards/competencies taken from the larger Business Education document that are the bare minimum to be covered in the class in any school using this MIS03 code.*

•

Standard 9	<i><b>MANAGEMENT</b></i>
<b>MANAGEMENT FUNCTIONS</b>	
Topic 9.1	<b>Analyze the management functions and their implementation and integration within the business environment.</b>
<b>Student Competencies</b>	
	<i>PLANNING</i>
	9.1.1 Apply the decision-making process to business applications, including family businesses.
	9.1.2 Acknowledge the existence of bias in decision making.
	9.1.3 Analyze possible outcomes of a decision.
	9.1.4 Discuss the importance of vision and mission statements.
	9.1.5 Discuss the importance of vision, mission, goals, and objectives setting within the context of the business environment.
	9.1.6 Develop a vision statement.
	<i>ORGANIZING</i>
	9.1.9 List the various types of resources needed to manage a business.
	9.1.10 Explain the importance of organizing resources in business.
	9.1.11 Discuss the importance of using teams when organizing a business.
	9.1.12 Explain how management identifies and uses various resources in the organizing process to accomplish goals.
	9.1.13 Explain the advantages and disadvantages of centralizing and decentralizing responsibility and authority when organizing a business.

	<i>LEADING</i>	
	9.1.16	Define leadership.
	9.1.17	Discuss characteristics of effective and ineffective leaders.
<b>BUSINESS ORGANIZATION</b>		
<b>Topic 9.3</b>	<b>Analyze the organization of a business.</b>	
	<b>Student Competencies</b>	
	<i>FORMS OF BUSINESS OWNERSHIP</i>	
	9.3.1	Define and provide examples of the basic forms of business ownership (e.g., sole proprietorship, partnership, and corporation).
	9.3.2	Identify variations of basic forms of business ownership (e.g., franchise, limited partnership, limited liability company, and S corporation).
	9.3.3	Compare and contrast the basic forms of business ownership.
	<i>MANAGEMENT LEVELS</i>	
	9.3.5	Identify levels of management.
	9.3.6	Describe the interaction between and among management levels.
	<i>ORGANIZATIONAL STRUCTURE</i>	
	9.3.9	Describe types of organizational structure.
<b>PERSONAL MANAGEMENT SKILLS</b>		
<b>Topic 9.4</b>	<b>Develop personal management skills to function effectively and efficiently in a business environment.</b>	
	<b>Student Competencies</b>	
	<i>TIME MANAGEMENT</i>	
	9.4.1	Analyze a personal time management schedule for a given time period.
	9.4.2	Design and implement a time management schedule as a result of a time management analysis.
	9.4.3	Evaluate and modify a time management plan as appropriate.
	<i>STRESS MANAGEMENT</i>	
	9.4.4	Identify stressors in personal life.
	9.4.5	Determine appropriate reactions to stressors.
	<i>COMMUNICATION SKILLS (REFER TO THE COMMUNICATION STANDARDS)</i>	
	9.4.11	Explain the importance of effective communication in business.
	9.4.12	Identify various types of communication channels.
	9.4.13	Use feedback to enhance the communication process.
	9.4.14	Identify effective communication skills for the business environment.
	9.4.15	Discuss nonverbal cues and what they communicate.
	9.4.16	Identify major problems that prevent effective communication in organizations.
	<i>BEHAVIORAL ATTRIBUTES AND TRAITS</i>	
	9.4.22	Explain why understanding yourself is essential for being a good manager.
	9.4.23	Describe different methods for enhancing self-awareness.

	9.4.24	Explain the concept of emotional intelligence.
	<i>MOTIVATION</i>	
	9.4.25	Define motivation.
	9.4.26	Explain how individual needs motivate behavior.
	<i>CONFLICT MANAGEMENT</i>	
	9.4.32	Discuss common misconceptions about conflict.
	9.4.33	Identify the different types of conflict.
	9.4.34	Compare and contrast the different types of conflict.
<b>ETHICS AND SOCIAL RESPONSIBILITY</b>		
<b>Topic 9.5</b>	<b>Examine the role of ethics and social responsibility in decision making.</b>	
	<b>Student Competencies</b>	
	<i>ETHICS</i>	
	9.5.1	Explain the importance of ethical standards in conducting business.
	9.5.3	Prepare key questions to determine whether a behavior is ethical.
	9.5.4	Create a personal code of ethics.
	<i>SOCIAL RESPONSIBILITY</i>	
	9.5.11	Define social responsibility.
	9.5.12	Identify ways in which an organization demonstrates social responsibility (e.g., providing jobs, paying taxes, and contributing to community projects).
<b>HUMAN RESOURCE MANAGEMENT</b>		
<b>Topic 9.6</b>	<b>Describe human resource functions and their importance to an organization's successful operation and strategic congruence.</b>	
	<b>Student Competencies</b>	
	<i>HUMAN RESOURCE PLANNING</i>	
	9.6.1	Define human resource planning.
	9.6.2	Identify functions and activities of the human resource unit.
	<i>RECRUITMENT AND SELECTION</i>	
	9.6.4	Explain the recruitment function.
	9.6.8	Explain the concept of talent acquisition.
	<i>EMPLOYEE DEVELOPMENT</i>	
	9.6.9	Explain the purpose of orientation and training in successful employee performance.
	9.6.10	Discuss why professional development is a shared responsibility between a business and an employee.
	9.6.11	Explain the importance of career planning and management.
	<i>PERFORMANCE APPRAISAL/REVIEW</i>	
	9.6.13	Explain the purpose of employee performance appraisals.
	9.6.14	Identify the two main types of employee appraisals.
	9.6.15	Explain how an employee's performance is evaluated.

EMPLOYEE RELATIONS		
<b>Topic 9.8</b>	<b>Create a positive and safe workplace environment that allows managers and employees to have cooperative workplace interactions and conduct business legally, ethically, and effectively with civility.</b>	
	<b>Student Competencies</b>	
	9.8.1	Identify the ways to report inappropriate behavior in a professional setting.
	9.8.2	Define sexual harassment.
	9.8.3	Identify instances of sexual harassment.
	9.8.4	Define the role of managers in addressing employee performance or conduct issues.
	9.8.5	Identify ways to recognize employees and their contributions.
TECHNOLOGY AND INFORMATION MANAGEMENT		
<b>Topic 9.9</b>	<b>Utilize information and technology tools to conduct business effectively and efficiently.</b>	
	<b>Student Competencies</b>	
	<i>TECHNOLOGY TOOLS (REFER TO INFORMATION TECHNOLOGY STANDARDS)</i>	
	9.9.1	Identify information used in decision making in the business environment.
	9.9.2	Use electronic resources to access and transmit information.
	9.9.3	Describe how organizations access, share, and protect information.
	<i>E-BUSINESS</i>	
	9.9.7	Explore e-commerce websites.
INDUSTRY ANALYSIS		
<b>Topic 9.10</b>	<b>Analyze a business organization's competitive position within the industry.</b>	
	<b>Student Competencies</b>	
	<i>COMPETITION</i>	
	9.10.1	Identify ways organizations compete (e.g., quality, service, status, and price).
	9.10.2	Define market share.
	9.10.3	Describe strategies to increase market share.
	9.10.4	Compare and contrast various forms of competition (pure competition, monopolistic competition, oligopoly, and monopoly).
	<i>COMPETITIVE ADVANTAGE</i>	
	9.10.6	Define competitive advantage.
FINANCIAL DECISION MAKING		
<b>Topic 9.11</b>	<b>Analyze financial data influenced by internal and external factors in order to make short-term and long-term decisions.</b>	
	<b>Student Competencies</b>	
	<i>FINANCIAL STATEMENTS</i>	
	9.11.1	Describe the purpose of financial statements.
	9.11.2	Distinguish between internal and external financial statements.
	9.11.3	Interpret the data shown on financial statements (e.g., income statement, balance sheet, cash flow statement, and statement of net worth).

