

Business Management

At-A-Glance - Lamar CISD

Professional Standards/Employability Skills/Technical Skills			
Ongoing Skills Imbedded All Year	BM 1(A) The student will communicate effectively with others using oral and written skills. BM 1(B) The student will demonstrate collaboration skills through teamwork. BM 1(C) The student will demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace. BM 1(D) The student will demonstrate a positive, productive work ethic by performing assigned tasks as directed. BM 1(E) The student will comply with all applicable rules, laws, and regulations. BM 1(F) The student will demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results.		
Ongoing Ways to Show	The student will be punctual and consistent in their attendance. The student will communicate directly and digitally with the teacher about issues with concepts/assignments/tests. The student will submit their own work with proper citation/acknowledgment when appropriate/required. The student will submit their work per assignment directions per assignment (hard copy, digital, combination). The student will study/discuss/present various real-world examples of company responses to customers.		
Grading Period	Unit Name	Estimated Time Frame	TEKS
Grading Period 1 29 Days	Professional Standards/Communication Skills	8 Days	1A, 1B, 1C, 1D, 1E, 1F, 8A, 8B, 8C, 8F, 8G
	BM 1(A) The student will communicate effectively with others using oral and written skills. BM 1(B) The student will demonstrate collaboration skills through teamwork. BM 1(C) The student will demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace. BM 1(D) The student will demonstrate a positive, productive work ethic by performing assigned tasks as directed. BM 1(E) The student will comply with all applicable rules, laws, and regulations. BM 1(F) The student will demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results. BM 8(A) The student will recognize personal biases and stereotypes. BM 8(B) The student will identify and practice effective interpersonal skills involving situations with coworkers, supervisors, and subordinates. BM 8(C) The student will identify and practice effective team-building skills involving situations with coworkers, supervisors, and subordinates. BM 8(F) The student will assess personal strengths and weaknesses. BM 8(G) The student will develop personal traits and behaviors to foster career advancement.		
	Management	21 Days	2A, 2B, 2C, 2D, 2E, 2F
	BM 2(A) The student will define the term management. BM 2(B) The student will explain management functions, including planning, organizing, staffing, <u>leading</u> , and controlling. BM 2(C) The student will define the management pyramid. BM 2(D) The student will define the role of management. BM 2(E) The student will explain the history and evolution of management. BM 2(F) The student will identify the external and internal environmental factors that influence management.		
Grading Period 2 26 Days	Ethics and Social Responsibility	8 Days	2G, 2H, 2I, 2J, 2K
	BM 2(G) The student will define ethical workplace behavior. BM 2(H) The student will summarize how to make ethical decisions. BM 2(I) The student will define social responsibility. BM 2(J) The student will explain how socially responsible management policies are initiated and implemented. BM 2(K) The student will research contemporary cases dealing with ethics and social responsibility using appropriate online technology.		
	Planning and Decision Making	9 Days	3A, 3B, 3C, 3D, 3D, 3Di, 3Dii, 3Diii, 3Div, 3Dv, 3Dvi, 3Dvii, 3E, 3F, 3G, 3H, 3I, 3J
BM 3(A) The student will define the term planning. BM 3(B) The student will explain the necessity of proper planning. BM 3(C) The student will define types of planning such as marketing, financial, and organizational. BM 3(D) The student will identify steps of the management decision-making process. BM 3(Di) The student will identify the problem or opportunity.			

	<p>BM 3(Dii) The student will gather relevant information or data. BM 3(Diii) The student will determine alternative courses of action. BM 3(Div) The student will evaluate each alternative. BM 3(Dv) The student will compute an optimal decision. BM 3(Dvi) The student will implement the chosen course of action. BM 3(Dvii) The student will evaluate the decision feedback and determining if any changes are necessary. BM 3(E) The student will determine competitive advantage. BM 3(F) The student will establish organizational strategy. BM 3(G) The student will determine innovative strategies. BM 3(H) The student will identify the need for change. BM 3(I) The student will define global management. BM 3(J) The student will explain how the organization will function in a global environment.</p>		
	Organizations	9 Days	4A, 4B, 4C, 4D, 4E, 4F, 4G, 4H, 4I, 4J
	<p>BM 4(A) The student will explain how to design an adaptive organization. BM 4(B) The student will define the concepts, methods, and types of departmentalization. BM 4(C) The student will define the chain of command. BM 4(D) The student will explain line authority. BM 4(E) The student will define staff authority. BM 4(F) The student will explain the advantages and disadvantages of different types of organizations, including line, line and staff, and matrix. BM 4(G) The student will define delegation in a management context. BM 4(H) The student will compare and contrast centralized and decentralized organizations. BM 4(I) The student will identify the concept of teams and teamwork. BM 4(J) The student will define span of control or span of management.</p>		
Grading Period 3 25 Days	Human Resources	25 Days	5A, 5B, 5C, 5D, 5E, 5F, 5G, 5H, 5I, 5J, 5K, 5L, 5M
	<p>BM 5(A) The student will describe ethics in human resource issues. BM 5(B) The student will explain or define the major federal employment laws. BM 5(C) The student will define adverse impact and employment discrimination. BM 5(D) The student will identify sexual harassment in the workplace. BM 5(E) The student will explain the methods of recruiting potential employees. BM 5(F) The student will define the selection process for new employees. BM 5(G) The student will explain the types of training needed for newly hired employees. BM 5(H) The student will define professional development in terms of current employees. BM 5(I) The student will explain employee compensation in a competitive environment. BM 5(J) The student will define the potential need for downsizing. BM 5(K) The student will rationalize the costs of employee turnover and what can be done to reduce turnover rate. BM 5(L) The student will explain the need and benefits of a diverse workforce. BM 5(M) The student will research contemporary cases addressing recruitment, downsizing, and diversity using appropriate online resources.</p>		
Grading Period 4 32 Days	Leadership and Project Management	20 Days	8C, 8D, 9A, 9B, 9C, 9D, 9E
	<p>BM 8(C) The student will identify and practice effective team-building skills involving situations with coworkers, supervisors, and subordinates. BM 8(D) The student will participate in leadership activities. BM 9(A) The student will initiate a project, which includes identifying resources needed for a project. BM 9(B) The student will develop a project plan. BM 9(C) The student will execute a project. BM 9(D) The student will monitor and control a project. BM 9(E) The student will close a project.</p>		
	Professions Standards and Communication Skills	12 Days	1A, 1B, 1C, 1D, 1E, 1F, 8A, 8B, 8C, 8F
<p>BM 1(A) The student will communicate effectively with others using oral and written skills. BM 1(B) The student will demonstrate collaboration skills through teamwork. BM 1(C) The student will demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace.</p>			

	<p>BM 1(D) The student will demonstrate a positive, productive work ethic by performing assigned tasks as directed.</p> <p>BM 1(E) The student will comply with all applicable rules, laws, and regulations.</p> <p>BM 1(F) The student will demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results.</p> <p>BM 8(A) The student will recognize personal biases and stereotypes.</p> <p>BM 8(B) The student will identify and practice effective interpersonal skills involving situations with coworkers, supervisors, and subordinates.</p> <p>BM 8(C) The student will identify and practice effective team-building skills involving situations with coworkers, supervisors, and subordinates.</p> <p>BM 8(F) The student will assess personal strengths and weaknesses.</p>		
<p>Grading Period 5 32 Days</p>	<p>Leadership Roles and Theories</p>	<p>16 Days</p>	<p>6A, 6B, 6C, 6D, 6E, 6F, 6G, 6H, 6I, 6J, 6K, 6L, 6M, 6N, 6O</p>
	<p>BM 6(A) The student will define motivation.</p> <p>BM 6(B) The student will distinguish between extrinsic and intrinsic rewards.</p> <p>BM 6(C) The student will explain how to address real or perceived inequities in the workplace.</p> <p>BM 6(D) The student will define the Expectancy Theory.</p> <p>BM 6(E) The student will explain how rewards and goals affect motivation.</p> <p>BM 6(F) The student will compare a leader to a manager.</p> <p>BM 6(G) The student will explain the roles of a leader.</p> <p>BM 6(H) The student will explain the traits of an effective leader.</p> <p>BM 6(I) The student will define the different styles of leadership, including autocratic, democratic, and free rein.</p> <p>BM 6(J) The student will explain when each style of leadership is appropriate.</p> <p>BM 6(K) The student will define the management communication process.</p> <p>BM 6(L) The student will explain the concept of employee perception.</p> <p>BM 6(M) The student will analyze the communication process.</p> <p>BM 6(N) The student will compare and contrast formal and informal communication.</p> <p>BM 6(O) The student will explain how to improve communication within an organization.</p>		
	<p>Quality Control and Information</p>	<p>16 Days</p>	<p>7A, 7B, 7C, 7D, 7E, 7F</p>
	<p>BM 7(A) The student will examine the control process.</p> <p>BM 7(B) The student will illustrate the five primary control methods.</p> <p>BM 7(C) The student will explain the importance of quality control.</p> <p>BM 7(D) The student will define the strategic importance of management information.</p> <p>BM 7(E) The student will develop the importance of gathering and sharing information.</p> <p>BM 7(F) The student will explain the importance of managing for productivity and growth.</p>		
<p>Grading Period 6 29 Days</p>	<p>Characteristics of Quality</p>	<p>15 Days</p>	<p>7G, 7H, 7I, 7J, 7K, 7L, 7M, 7N, 7O, 7P, 7Q, 7R, 7S</p>
	<p>BM 7(G) The student will define the quality-related characteristics for products.</p> <p>BM 7(H) The student will explain International Standards Organization (ISO) standards, including ISO 9000 and ISO 14000.</p> <p>BM 7(I) The student will define the quality-related characteristics for services.</p> <p>BM 7(J) The student will explain the Baldrige National Quality Award.</p> <p>BM 7(K) The student will explain the Deming Award.</p> <p>BM 7(L) The student will research and critique recent winners of the Baldrige awards using appropriate online technology.</p> <p>BM 7(M) The student will research and critique recent winners of the Deming award using appropriate online technology.</p> <p>BM 7(N) The student will define Total Quality Management.</p> <p>BM 7(O) The student will explain service operations.</p> <p>BM 7(P) The student will develop a service quality standards instrument such as a customer satisfaction survey or SERVQUAL survey.</p> <p>BM 7(Q) The student will analyze manufacturing operations.</p> <p>BM 7(R) The student will define inventory in the management context.</p> <p>BM 7(S) The student will explain the fiscal importance of controlling inventory.</p>		
	<p>Career Development and Leadership Skills</p>	<p>14 Days</p>	<p>1A, 8D, 8E, 8F, 8G</p>
	<p>BM 1(A) The student will communicate effectively with others using oral and written skills.</p> <p>BM 8(D) The student will participate in leadership activities.</p> <p>BM 8(E) The student will participate in career development activities.</p> <p>BM 8(F) The student will assess personal strengths and weaknesses.</p> <p>BM 8(G) The student will develop personal traits and behaviors to foster career advancement.</p>		