

Principles of Management

Statement of Organization:

This course focuses on the basic management functions in business. The emphasis is on developing leadership, teamwork, and communication skills. Topics covered include management theory, planning, organizing, leading, motivating, and controlling, as well as management ethics, change, and global perspectives.

Estimated Instructional Time:

This is a 1 credit course available to tenth through twelfth grade students which meets for a minimum of a hundred twenty (120) clock hours of instruction. Successful completion of Information Technology is a prerequisite.

This is a Dual Enrollment Course partnered with the University of Pittsburgh Bradford through the College in High School Program.

Upon successful completion of this course, students will be able to:

Describe management theories and practices according to the environment of management.
Define and describe the planning, organizing, leading, and functions of management.
Describe internal and external management theories.
Show communication skills that fit into a professional business environment.
Describe ethics and social responsibility of management practices.

Expected Levels of Achievement:

Students are expected to achieve mastery of the skills and concepts taught by obtaining at least an eighty percent (80%) on all graded materials and projects.

Methods of Evaluation:

Student competence will be assessed through the use of one or more of the following methods:

- Drill And Practice
- Observation
- Performance
- In Class Assignments
- Teacher created assignments, tests and projects.

Technology Integration:

In addition to print resources, students will use technology to create electronic documents, multi-media applications, and research the covered Big Idea Objectives when applicable.

Big Idea (Objectives)	Concepts	Competencies	Vocabulary	Standard
Required - Please place each “big idea” in a new box	Required – What students need to know	Required – What students need to be able to do	Optional	Required
How leading-edge management strategies impact employees and businesses.	Management Skills	Evaluate appropriate traditional, current, and team-oriented management styles.	Management Organization Efficiency	15.8.12.C 15.8.12.F 15.8.12.G 15.8.12.H 15.8.12.N
	Management Functions	Explain the nature of planning, organizing, leading, and controlling within the workplace.	Performance Time-Management Interpersonal	15.8.12.E 15.8.12.J 15.8.12.K 15.8.12.L
	Challenges within Management	Identify the shift from being an employee to coordinating and developing others through management.	Hierarchy Coordinator Collaboration	15.8.12.C 15.8.12.F 15.8.12.H 15.8.12.J
	Managing the New People-Driven Workplace	Explain the relationships between managing new technology and the employee driven workplace.	Development	15.8.12.B 15.8.12.E 15.8.12.F 15.8.12.I
Factors within the environment of globalization, corporate culture, ethics, and social responsibility.	Organization and Characteristics of Business	Evaluate types of culture and their impact on management within different corporate cultures.	Toxic Cultures Healthy-Workplace Work Life-Balance Corporate-Culture	15.8.12.C 15.8.12.E 15.8.12.I 15.8.12.J
	Multinational Corporations	Describe issues associated with multinational and global corporations. Analyze the impact of laws and regulations within a global marketplace and describe how laws can affect human resource management.	Globalization Sociocultural International Borderless-Marketplace	15.8.12.A 15.8.12.H 15.8.12.M
	Business Ethics within Management.	Define ethics and describe the impacts of unethical behavior	Workplace Ethics	15.8.12.A 15.8.12.H 15.8.12.M

Big Idea (Objectives)	Concepts	Competencies	Vocabulary	Standard
	Management Skills Framework for Ethical Decision Making	Recognize the nature of ethics involved in management and analyze the impact of management activities on the individual, business, and society	Moral-Development Whistleblowing Individualism	15.8.12.B 15.8.12.C 15.8.12.D 15.8.12.L
Planning and goal setting within managerial decision making.	Strategic Management	How management styles change between different industries: individual, government-run, business to business, retail, wholesale, manufacturing, and non-profit businesses.	Business to Business Retail, Wholesale Non-Profit	15.8.12.B 15.8.12.C 15.8.12.E 15.8.12.T
	Turbulent Environments	Describe the process of planning in crisis situations and limitations of planning	Shortage Surplus Equilibrium Crisis Planning Recession Depression	15.6.12.A 15.6.12.I 15.8.12.E
	Management Decision-Making Steps	Identify the importance of evaluation and feedback within a workplace culture	Evaluation Portfolio Conflict	15.8.12.E 15.8.12.N 15.8.12.T
	Management Functions Programmed and Nonprogrammed Decisions	Identify and use the process of the business cycle within management decisions.	Growth Diversification	15.5.12.D 15.5.12.F 15.5.12.H

Big Idea (Objectives)	Concepts	Competencies	Vocabulary	Standard
	Innovative Decision Making Management Skills	Assess the impact to business innovation through finance, marketing, management, and communication functions in the changing global marketplace.	Global Marketplace Innovation Groupthink	15.7.12.I 15.7.12.J 15.7.12.M 15.7.12.N 15.8.12.R 15.9.12.K
The factors within organization structure, innovation, and working with human talent, diversity, and inclusion	Designing Organization Structure	Organizing the vertical structure, departmentalization, and horizontal structure.	Division of Labor Chain of Command Vertical Labor	15.5.12.D 15.5.12.F 15.5.12.H 15.5.12.L 15.7.12.I
	Implementing Change	Evaluate innovation and the changing workplace, new products-processes, people and culture.	Innovation New Products	15.5.12.A 15.5.12.B 15.5.12.C
	Management Focus	The changing social contract, developing talent, and maintaining an effective workforce.	Diversity Bias Social Contract	15.5.12.E 15.5.12.G 15.5.12.H 15.5.12.K
	Organization and Characteristics of Business	Evaluate the need for funding, materials, human resources, and physical plant	Human Resources	15.5.12.I 15.5.12.J 15.5.12.M
Leading while understanding individual behavior, motivating employees, and using communication skills while leading teams.	Job Satisfaction	Assess personal strengths and weaknesses in relationship to career selection and success and satisfaction in the workplace.	Career Cluster Motivating Employees	13.4.11.A 13.4.11.C 15.1.12.A 15.2.12.A 15.2.12.B 15.8.12.O

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	Management Functions	Analyze career options based on a variety of criteria including earnings, education/training, and job requirements and outlook.	Management-Job Searches Administration	13.4.11.B 15.2.12.C 15.2.12.E 15.8.12.R
	Career Management	Evaluate internal and external influences on making career decisions.		15.2.12.A 15.2.12.C 15.8.12.O
Management functions and how they are critical to an organization through controlling, quality, and performance.	Human Resource Management	Analyze management functions and their role in the business environment (planning, staffing, organizing, controlling, and directing.	Human Resource Management Harassment Discrimination	15.8.12.P 15.8.12.S 15.9.12.J 15.9.12.L 15.9.12.M
	Human Resource Management	Compare and contrast the responsibilities of various levels of managers in an organization.	Orientation Employee Evaluation	15.8.12.Q 15.8.12.P 15.8.12.S 15.9.12.B 15.9.12.I
	Management Skills	Discuss important leadership characteristics.	Hierarchy	15.8.12.Q 15.9.12.A 15.9.12.G