

ND BUSINESS EDUCATION FRAMEWORKS

Management I

| Course Code | Course Name/Course Description | Grade Levels | High School Credit Options |
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| 14231 | Management: Students 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. | 9-12 | 1/2 |
| Topic | Performance Expectations | | |
| Intellectual Property | <ul style="list-style-type: none"> • Define the concept of intellectual property (2.5a.1.1) • Identify the types of intellectual property (e.g., trademark, trade name, trade dress, copyright, patent, trade secret) (2.5c.1.1) • Describe how each type of intellectual property is created and legally protected (2.5c.1.2) | | |
| Foundations of Communication | <ul style="list-style-type: none"> • Handle both friendly and hostile questions effectively in formal and informal situations (4.4a.1.18) • Use standard English when speaking on the job, especially avoiding the use of expletives, slang, unfamiliar jargon and technical terms (4.4a.1.19) • Discuss the preliminary steps involved in creating oral presentations (4.4b.1.7) • Use technology to enhance oral presentations (4.4b.1.13) • Use proper techniques when delivering a formal oral presentation (4.4b.1.21) | | |
| Management Functions | <ul style="list-style-type: none"> • Explain the management function of planning (9.1a.1.1) (Level 1) • Identify the benefits of planning (9.1a.1.2) (Level 1) • Describe the decision-making process (9.1a.1.3) (Level 1) • Apply the decision-making process to business applications (9.1a.1.4) • Analyze possible outcomes of a decision (9.1a.1.5) • Discuss the importance of vision, mission, goals, and objectives setting within the context of the business environment (9.1a.1.6) | | |

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| | <ul style="list-style-type: none"> • Explain the management function of organizing (9.1b.1.1) (Level 1) • Explain the importance of organizing resources in business (9.1b.1.2) • Discuss the importance of using teams when organizing a business (9.1b.1.3) • Explain how management identifies and uses various resources in the organizing process to accomplish goals (9.1b.1.4) • Explain the advantages and disadvantages of centralizing and decentralizing responsibility and authority in organizing a business (9.1b.1.5) • Explain the management function of leading (9.1c.1.1) (Level 1) • Identify leaders and qualities that make them effective (9.1c.1.2) (Level 1) • Discuss characteristics of effective and ineffective leaders (9.1c.1.3) • Define leadership (9.1c.1.4) • Explain the management function of controlling (9.1d.1.1) |
| Management Theories | <ul style="list-style-type: none"> • Discuss why knowledge of the evolution of management theories is valuable (9.2.1.1) • Identify and discuss the evolution of management theories (e.g., Taylor, Weber, Follett, McGregor) (9.2.1.2) |
| Business Organization | <ul style="list-style-type: none"> • Define and provide examples of the basic forms of business ownership (e.g., sole proprietorship, partnership, and corporation) (9.3a.1.1) • Identify variations of basic forms of business ownership(e.g., franchise, limited partnership, limited liability company, and S corporation) (9.3a.1.2) • Identify levels of management (9.3b.1.1) • Describe the interaction between and among management levels (9.3b.1.2) • Differentiate between tall and flat organization structures (9.3b.1.3) • Describe types of organizational structure (9.3c.1.1) • Identify the factors that influence an organization’s structure (e.g., size, environment, human resources, technology, and strategy) (9.3c.1.4) |
| Personal Management Skills | <ul style="list-style-type: none"> • Explain the importance of time management (9.4a.1.1) • Analyze a personal time management schedule for a given time period (9.4a.1.2) • Design and implement a time management schedule as a result of a time management analysis (9.4a.1.3) • Evaluate and modify a time management plan as appropriate (9.4a.1.4) • Explain the concept of emotional intelligence (9.4b.1.6) • Recognize the need for lifelong learning (9.4c.1.1) |

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| | <ul style="list-style-type: none"> • Identify effective communication skills (9.4d.1.1) (Level 1) • Identify various types of communication channels (9.4d.1.3) • 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) • Describe the advantages and disadvantages of networking to achieve personal goals (9.4e.1.2) |
| Ethics and Social Responsibility | <ul style="list-style-type: none"> • Describe components of a personal code of ethical behavior (9.5a.1.1) (Level 1) • Explain the importance of ethical standards in conducting business (9.5a.1.2) • Create a personal code of ethics (9.5a.1.4) • Define social responsibility (9.5b.1.1) • Identify ways in which an organization demonstrates social responsibility (e.g., providing jobs, paying taxes, and contributing to community projects) (9.5b.1.2) |
| Human Resource Management | <ul style="list-style-type: none"> • Define human resource planning (9.6a.1.1) • Identify activities of the human resource unit (9.6a.1.2) • Identify selection tools and explain how they are used (e.g., interviews, tests, and reference checks) (9.6b.1.2) • Explain the importance of career planning and management (9.6c.1.3) • Identify compensation plans, benefit packages, and incentive programs available to employees (9.6e.1.1) • Identify advancement opportunities within an organization (9.6e.1.2) |
| Technology and Information Management | <ul style="list-style-type: none"> • Identify technology tools (9.8a.1.1) (Level 1) • Explain how technology is used to accomplish goals (9.8a.1.2) (Level 1) • Identify information used in decision making in the business environment (9.8a.1.3) • Use electronic resources to access and transmit information (9.8a.1.4) • Describe how organizations access, share, and protect information (9.8a.1.5) • Use appropriate technology tools for business applications (9.8a.1.6) • Define e-commerce (9.8c.1.1) (Level 1) • Explore e-commerce websites (9.8c.1.2) |
| Industry Analysis | <ul style="list-style-type: none"> • Identify ways organizations compete (e.g., quality, service, status, and price) (9.9a.1.1) • Define market share (9.9a.1.2) • Describe strategies to increase market share (9.9a.1.3) |

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| | <ul style="list-style-type: none">• Compare and contrast various forms of competition (pure competition, monopolistic competition, oligopoly, and monopoly) (9.9a.1.4)• Define competitive advantage (9.9b.1.1) |
| Financial Decision Making | <ul style="list-style-type: none">• Describe the purpose of financial statements (9.10a.1.1)• Distinguish between internal and external financial statements (9.10a.1.2)• Interpret the data shown on financial statements (e.g., income statement, balance sheet, cash flow statement, and statement of net worth) (9.10a.1.3) |