

DESE Model Curriculum: Business Management (CIP Code: 52.0701/52.0101)

GRADE LEVEL/UNIT TITLE: 11-12/Identify Management Responsibilities

COURSE INTRODUCTION		
<p>An instructional program that generally describes the planning, organizing and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing people and functions, and decision making.</p> <p>Business management prepares students for administrative and management occupations. Students learn to make decisions based on data, develop leadership skills, and select appropriate management styles for varying employment situations. Not only is this area of study vital to the development of all business students, it also provides skills and knowledge that can be used effectively on many occasions when professional management skills are needed.</p> <p>This course is designed to help students develop an understanding of skills and resources needed to manage a business. Instruction includes a general overview of American business, forms of business ownership, personnel management, labor-management relations, public and human relations, taxation, and government regulations. The use of computers and software as tools in making business decisions in areas such as accounting, sales analysis, and inventory control is also introduced.</p>		
UNIT DESCRIPTION	SUGGESTED UNIT TIMELINE	
Students will learn the role and functions of management.	1 week	
	CLASS PERIOD (min.)	
	50 min.	
ESSENTIAL QUESTIONS		
<ol style="list-style-type: none"> 1. What are the various roles and functions performed by managers? 2. What are the different types of leadership styles? 3. How are goals, strategies and objectives developed by managers? 4. How does technology impact management decisions? 		
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	MBA RESEARCH STANDARDS	DOK
1. Discuss various roles of management (e.g., figurehead, spokesperson, problem solver)	1. Understands tools, techniques, and systems that affect a business’s ability to plan, control, and organize an organization/department.	2
2. Identify situations in which managers perform in these various roles	1. Understands tools, techniques, and systems that affect a business’s ability to plan, control, and organize an organization/department.	1
3. Describe various functions of management (e.g., planning and delegating)	1. Understands tools, techniques, and systems that affect a business’s ability to plan, control, and organize an organization/department.	2

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4. Apply the functions of management that are needed to complete a given task	1. Understands tools, techniques, and systems that affect a business's ability to plan, control, and organize an organization/department.	4
5. Identify different leadership styles and their characteristics	1. Understands tools, techniques, and systems that affect a business's ability to plan, control, and organize an organization/department.	1
6. Write "SMART" goals that meet appropriate criteria: Specific, Measurable, Achievable, Realistic, Time bound	1. Understands tools, techniques, and systems that affect a business's ability to plan, control, and organize an organization/department.	4
7. Develop an action plan that states goals, strategies, and objectives	1. Understands tools, techniques, and systems that affect a business's ability to plan, control, and organize an organization/department.	3
8. Demonstrate organizational skill	1. Understands tools, techniques, and systems that affect a business's ability to plan, control, and organize an organization/department.	4
9. Apply problem-solving approach in making decisions	1. Understands techniques, strategies, and systems used to foster self-understanding and enhance relationships with others.	4
10. Investigate the impact of new technology on the workforce	1. Understands tools, strategies, and systems needed to access, process, maintain, evaluate, and disseminate information to assist business decision making.	2
11. Demonstrate proficiency in computer software applications (word processing, spreadsheets, and databases)	1. Understands tools, strategies, and systems needed to access, process, maintain, evaluate, and disseminate information to assist business decision making.	4
12. Investigate current trends in business (e.g., acquisition/downsizing, e-commerce, data mining, labor market, social issues)	1. Understands the concepts, processes, and skills associated with identifying new ideas, opportunities, and methods and with creating or starting a new project or venture.	2
13. Analyze the physical layout of an office or business for its maximum efficiency	1. Understands the concepts, processes, and skills associated with identifying new ideas, opportunities, and methods and with creating or starting a new project or venture.	4
ASSESSMENT DESCRIPTIONS		
Organizational Chart Rubric		

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OBJ. #	INSTRUCTIONAL STRATEGIES
6-9, 11-13	1. Teacher led instruction on writing smart goals. See the following for samples: http://www.getorganizedwizard.com/articles/how-to-set-smart-goals/ or http://www.getorganizedwizard.com/resources/videos/video-how-to-write-smart-goals/
3-5, 8-11	2. Student research on management levels.
1, 2	3. Cooperative learning
OBJ. #	INSTRUCTIONAL ACTIVITIES
6-9, 11-13	1. Students will work in teams to develop S.M.A.R.T. goals for a given project/task.
3-5, 8-11	2. Students will utilize the Internet and other technology to research business strategies, leadership styles, and management responsibilities.
1, 2	3. Students will identify managerial roles and situations in which managers perform these various roles by analyzing job descriptions and case studies and create a spreadsheet and graph to present the findings.
UNIT RESOURCES	
n/a	