

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

GRADE LEVEL/UNIT TITLE: 11-12/Explore Human Resources

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 benefits of continued training.	1 week	
	CLASS PERIOD (min.)	
	50 min.	
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	MBA RESEARCH STANDARDS	DOK
1. Identify career opportunities in business management	1. Understands the tools techniques, and systems that businesses use to plan, staff, lead, and organize its human resources.	1
2. Create a career portfolio	1. Understands the tools techniques, and systems that businesses use to plan, staff, lead, and organize its human resources. 2. Understands tools, strategies, and systems needed to access, process, maintain, evaluate, and disseminate information to assist business decision making.	4
3. Identify selection tools and determine why they are used. Ex. Incentives, tests, reference checks	1. Understands the tools techniques, and systems that businesses use to plan, staff, lead, and organize its human resources. 2. Understands tools, strategies, and systems needed to access, process, maintain, evaluate, and disseminate information to assist business decision making.	2
4. Identify compensation plans, benefit packages and incentive programs available to employees	1. Understands the tools techniques, and systems that businesses use to plan, staff, lead, and organize its human resources.	1

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5. Identify employee training techniques (e.g., hands-on, coaching, seminars, online)	1. Understands the tools techniques, and systems that businesses use to plan, staff, lead, and organize its human resources.	1
6. Describe policies and procedures used in an organization	1. Understands the concepts, strategies, and systems used to obtain and convey ideas and information. 2. Understands the techniques and strategies used to foster positive, ongoing relationships with customers 3. Understands the tools techniques, and systems that businesses use to plan, staff, lead, and organize its human resources. 4. Understands the processes and systems implemented to monitor, plan, and control the day-to-day activities required for continued business functioning.	2
7. Identify the impact of performance appraisals on employees and the organizations	1. Understands the tools techniques, and systems that businesses use to plan, staff, lead, and organize its human resources.	3
8. Describe the history of the labor movement and why unions were organized	1. Understands the economic principles and concepts fundamental to business operations.	2
9. Discuss the advantages and disadvantages of union membership	1. Understands the economic principles and concepts fundamental to business operations.	3
OBJ. #	INSTRUCTIONAL STRATEGIES	
1-9	1. Independent learning; student research	
OBJ. #	INSTRUCTIONAL ACTIVITIES	
1-9	1. Search the Internet for five different management careers. These careers can include: human resource manager, strategic planner, operations manager, marketing manager, engineering manager, etc. Write a paragraph describing the duties that each of these careers might involve.	