

DESE Model Curriculum

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

Course Code: 040005/034301

CIP Code: 52.0701/52.0101

COURSE INTRODUCTION:

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.

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.

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.

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<p>UNIT DESCRIPTION:</p> <p>Students will learn the role and functions of management.</p>	<p>SUGGESTED UNIT TIMELINE: 1 WEEK</p> <p>CLASS PERIOD (min.): 50 MINUTES</p>				
<p>ESSENTIAL QUESTIONS:</p> <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	CCSS LEARNING GOALS (Anchor Standards/Clusters)	CROSSWALK TO STANDARDS			
		National Business Education Standards	CCSS	MBA Research Standards	DOK
1. Discuss various roles of management (e.g., figurehead, spokesperson, problem solver)		Management III.B.2.1	SL.11-12.4 SL.11-12.5	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		Management III.C.2.1 Management III.C.2.2	SL.11-12.4 SL.11-12.5	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		Management III.C.3.1	WHST.11-12.2.a	Understands tools, techniques, and systems	2

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delegating)		Management III.C.3.2 Management III.C.3.3 Management III.C.3.4	WHST.11-12.6	that affect a business’s ability to plan, control, and organize an organization/department.	
4. Apply the functions of management that are needed to complete a given task		Management III.C.4.1 Management III.C.4.2 Management III.C.4.3 Management III.C.4.4	WHST.11-12.2.a WHST.11-12.6	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		Management II.A.3.1-2 Management II.A.3.2 Management II.A.4.1 Management II.A.4.2	WHST.11-12.2.a WHST.11-12.6	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		Management I.A.3.1 Management I.A.3.2 Management I.A.3.3	WHST.11-12.4 WHST.11-12.5	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		Management I.A.3.1 Management I.A.3.2	WHST.11-12.4 WHST.11-12.5	Understands tools, techniques, and systems that affect a business’s ability to plan, control,	3

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		Management I.A.3.3		and organize an organization/department.	
8. Demonstrate organizational skill		Management I.A.4.1 Management I.A.4.2 Management I.A.4.3 Management I.A.4.4 Management I.A.4.5	WHST.11-12.2.a WHST.11-12.4 WHST.11-12.5 WHST.11-12.6	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		Management I.A.4.1 Management I.A.4.2 Management I.A.4.3 Management I.A.4.4 Management I.A.4.5	WHST.11-12.2.a WHST.11-12.4 WHST.11-12.5 WHST.11-12.6	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		Management VIII.A.1.1-2 ; VIII.A.2.1-2 ; VIII.A.4.1	WHST.11-12.2.a WHST.11-12.4 WHST.11-12.5 WHST.11-12.6	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		Management VIII.A.1.1 Management	WHST.11-12.2.a WHST.11-	Understands tools, strategies, and systems needed to access,	4

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databases		VIII.A.1.2 Management VIII.A.1.3	12.4 WHST.11-12.5 WHST.11-12.6	process, maintain, evaluate, and disseminate information to assist business decision making.	
12. Investigate current trends in business (e.g., acquisition/downsizing, e-commerce, data mining, labor market, social issues)		Management IX.A.2.1 Management IX.A.2.2	WHST.11-12.4 WHST.11-12.5	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		Management VIII.A.4.1	WHST.11-12.4 WHST.11-12.5	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
<p>ASSESSMENT DESCRIPTIONS*: (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc.)</p> <p>Organizational Chart Rubric</p> <p>*Attach Unit Summative Assessment, including Scoring Guides/Scoring Keys/Alignment Codes and DOK Levels for all items. Label each assessment according to the unit descriptions above (i.e., Grade Level/Course Title/Course Code, Unit #.)</p>					
Obj. #	INSTRUCTIONAL STRATEGIES (research-based): (Teacher Methods)				
6, 7, 8,	1. Teacher led instruction on writing smart goals. See the following for samples:				

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9, 11, 12, 13	http://www.getorganizedwizard.com/articles/how-to-set-smart-goals/ or http://www.getorganizedwizard.com/resources/videos/video-how-to-write-smart-goals/
3, 4, 5, 8, 9, 10, 11	2. Student research on Management levels.
1, 2	3. Cooperative learning
Obj. #	INSTRUCTIONAL ACTIVITIES: (What Students Do)
6, 7, 8, 9, 11, 12, 13	1. Students will work in teams to develop S.M.A.R.T. goals for a given project/task.
3, 4, 5, 8, 9, 10, 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.
<p>UNIT RESOURCES: (include internet addresses for linking)</p> <p>Resources @ MCCE: G&C 32.0107 R314 - Leadership: Personal Development and Career Success Cliff Ricketts ALBANY, NY, DELMAR PUBLISHERS, 1997. BOOK — Information to help students become more successful in life and the workplace. Includes information to learn and enhance personal development and communication skills; how to select a job; get a job; and attain career success. Thinking skills: problem solving, decision making, goal setting. Self concept and learning styles. Interviewing; employability; financial management skills.</p> <p>R 20.0101 M113 - Building Everyday Leadership in All Teens: Promoting Attitudes and Actions for Respect and Success Marian G. MacGregor, M.S. MINNEAPOLIS, MN, FREE SPIRIT PUBLISHING, 2007.</p>	

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BOOK — This curriculum guide was designed to help teens (grades 6 - 12) explore what it means to be a leader, how to work with others, ethical decision-making, risk-taking, team-building, communication, creative thinking, and more. Teaches practical leadership skills through activities, discussion, observation, reading, writing, and goal setting. Grades 6 - 12.

MCE CD ROM 10 - Managing People

CEV Multimedia

LUBBOCK, TX, CEV MULTIMEDIA, 2005.

Microsoft® PowerPoint® — The ability to effectively manage employees is highly prized. This Microsoft® PowerPoint® presentation explores the important roles involved in human resource management, and the traits which constitute a good manager. Multiple management strategies and theories are also presented and analyzed. 70 slides. Requirements: Adobe® Acrobat® Reader®, Win 2000/SP/Vista, MAC OSX

MCE DVD ROM 46.3 - Be Prepared to Lead

Kantola Productions

MILL VALLEY, CA, KANTOLA PRODUCTIONS, 2005.

DVD ROM — This program defines four distinct management approaches, and helps the viewer see which style individuals tend to instinctively fall back on when the going gets tough. It then describes which employees respond best to the different methods, and explains how a leader can modify their natural approach, using the other techniques as needed to achieve better outcomes. Learn how to: Recognize leadership potential; Build leadership traits; Earn the trust of a team; Build vision and communication skills; Recognize leadership errors; Develop a personal leadership style. 27 minutes.

MCE DVD ROM 44 - Corporate Social Responsibility: From Principles to Profit

Films for the Humanities & Sciences

PRINCETON, NJ, FILMS FOR THE HUMANITIES & SCIENCES, 2004.

DVD ROM — This program looks at how product and service providers develop and implement better business practices to satisfy shareholders, customers, employees, and the community. Companies such as Shell, DHL, Nike, and GlaxoSmithKline--placed on the hot seat by Greenpeace, the World Wildlife Fund, Oxfam, and other watchdog groups--explain how they dealt with environmental impact management, ethical supply chain management, equitable treatment of employees, proactive addressing of consumer disgruntlement, and accurate assessment of shareholder sentiment. 51 minutes.

MCE 11.0112 C32 - Practical Solutions for Everyday Work Problems

Elizabeth Chesla

NEW YORK, NY, LEARNING EXPRESS, 2000.

BOOK — This comprehensive and easy-to-use book shows you how to stop feeling overwhelmed and intimidated when difficulties arise at work.

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Learn how to unleash your problem-solving capabilities, quickly generate ideas and decipher information, and create practical solutions to challenging business situations.