




**Business Management Master**

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**September 2022**

Content	Skills	Learning Targets	Assessment	Resources & Technology
<b>CEQ: WHAT IS MANAGEMENT?</b>  UEQ: •What is management? •How did management evolve? •What is management like today?  <b>Introduction to Management</b> 1. Role of managers 2. Evolution of Management 3. Modern Management 	<b>Introduction to Management</b> 1. Define management and its functions 2. Differentiate the work of several levels of management 3. Describe historical changes in management 4. Identify four management philosophies 5. Describe ways that workforce is changing	<b>Introduction to Management</b> LT1. I can define management and its functions LT2. I can identify the work of the levels of management LT3. I can identify historical changes in management LT4. I can identify four management philosophies LT5. I can identify how the workforce is changing	<b>Introduction to Management</b> Introduction to Management Test CFA= Captains of Industry, Drucker Research CSA= Chapter 1 Test	Textbook: Business Management, Southwestern 14e Textbook  <b>A. Introduction to Management</b>  Chapter 1  Vocabulary: management, planning, organizing, implementing, controlling, manager, supervisor, executive, middle manager, Industrial Revolution, management science, classical management, administrative management, behavioral management, quality management, business competition, management strategy

<p><i>UEQ:</i>  •<i>What is leadership?</i>  •<i>How does a manager lead?</i></p> <p><b>Leadership</b>  1. Importance of leadership  2 . Developing leadership skills  3.Employee Issues and work rules </p>	<p><b>Leadership</b>  1. Describe the importance of leadership and human relations  2. Identify important leadership characteristics  3.Describe four types of power available to leaders  4.Identify five important human relations skills  5. Describe three view of employees that affect supervision</p>	<p><b>Leadership</b>  LT1. I can describe the importance of leadership and human relations  LT2. I can identify important leadership characteristics  LT3.I can describe four types of power available to leaders  LT4. I can identify five important human relations skills</p>	<p><b>Leadership</b>  CFA= Leadership Essay  CAS= Chapter 3 Test</p>	<p>DVD: Inventing the Future  DVD: <i>Carnegie Prince of Steel</i>, on the Captains of Industry  DVD: History Channel's, <i>The Men Who Built America</i>, on the Captains of Industry and the history of production  Movie: <i>Gung Ho</i>, on the the differences between American and Japanese Management  DVD: <i>The Devil Wears Prada</i>, effective management</p> <p><b>Leadership</b>  Chapter: 3-1, 3-2 and 3-3  Vocabulary: leader, leadership, human relations, power, position power, reward power, expert power, identity power, self-understanding, team building, leadership style, autocratic leader, democratic leader, open leader, situational leader</p>
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<p><i>UEQ:</i> <i>How do managers motivate the workforce?</i></p> <p><b>Motivation &amp; Change Management</b> 1. Motivation 2. Change management </p>	<p>6. Identify three leadership styles</p> <p><b>Motivation &amp; Change Management</b> 1. Identify Maslow's Hierarchy of Needs 2. Identify McClelland's Achievement Theory 3. Identify Herzberg's Factor Theory</p>	<p>LT5. I can describe three view of employees that affect supervision LT6. I can identify three leadership styles</p> <p><b>Motivation &amp; Change Management</b> LT1. I can identify Maslow's Hierarchy of Needs LT2. I can identify McClelland's Achievement Theory LT3. I can identify Herzberg's Factor Theory</p>	<p><b>Motivation &amp; Change Management</b> CFA= Motivation Mind Map CSA= Chapter 5.2</p>	<p>DVD: <i>Bill Gates: Sultan of Software</i>, on leadership &amp; entrepreneurship, from the History Channel</p> <p>DVD: <i>Steve Jobs One Last Thing</i>, on leadership &amp; entrepreneurship, from PBS</p> <p><b>Motivation &amp; Change Management</b> Chapter 5.2</p> <p>Vocabulary: Physiological needs, security needs, social needs, need for esteem, self actualization, achievement need, affiliation need, power need,, hygiene factors motivators</p>
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*UEQ:*

- How has the workforce changed?
- What are business ethics?
- What is social responsibility?

### **Social and Ethical Environment of Business**

1. Human Resources
2. Ethics
3. Social Responsibility



### **Social and Ethical Environment of Business**

1. Describe the changing nature of the U.S. worker characteristics
2. Explain the issues the businesses face with the U.S. labor force
3. Explain how businesses have adapted to changing values
4. Describe how ethics relates to business practices
5. Suggest ways that business can be socially responsible

### **Social and Ethical Environment of Business**

- LT1. I can describe the changing nature of the U.S. worker characteristics
- LT2. I can explain the issues the businesses face with the U.S. labor force
- LT3. I can explain how businesses have adapted to changing values
- LT4. I can describe how ethics relates to business practices
- LT5. I can suggest ways that business can be socially responsible

### **Social and Ethical Environment of Business**

- CFA= Social Responsibility Research
- CSA= Chapter 7 Test

### **Social and Ethical Environment of Business**


- Chapter 7
- Vocabulary: baby boom, Generation X, Generation A, Frost Belt, Sun Belt, Rust Belt, labor force, glass ceiling, sticky floor syndrome, values, sustainability, ethics, code of ethics, social responsibility, stakeholders


Movie: *The Crooked E*, on ethics and the Enron story

DVD: *Ben & Jerry*, on social responsibility from the Biography Channel

DVD: *Morality in the Workplace*, conscious capitalism


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Content	Skills	Learning Targets	Assessment	Resources & Technology
UEQ: <i>Why is communication important to managers?</i> <i>How can communication be improved?</i> <b>Communication</b> 1. Communication Process 2. Communication Management 3. Organization Communication 	<b>Communication</b> 1. Describe the communication process and barriers to effective communication 2. Identify communication channels 3. Identify the the impact of organizational culture on communication 4. Identify how to	<b>Communication</b> LT1. Describe the communication process and barriers to effective communication LT2. Identify communication channels LT3. Identify the the impact of organizational culture on communication LT4. Identify how to	<b>Communication</b> CFA: Communication PowerPoint CSA: Chapter 13 Test	<b>Communication</b> Chapter 13  Vocabulary: communications, feedback, distraction, distortion, channel of communication, nonverbal communication, body language, flame, spam, teleconferencing, organizational culture, formal communication, informal communication, nominal

<p><i>UEQ:</i> <i>How does a diverse workforce affect managers?</i></p> <p><b>Diverse Workforce</b></p> <p>1. The changing workforce</p> 	<p>manage teams effectively</p> <p>5. Identify conflict resolution methods</p> <p>6. Identify cross-cultural communication problems</p> <p>7. Identify ways to improve organizational communication</p> <p><b>Diverse Workforce</b></p> <p>1. Describe the changing workforce</p>	<p>manage teams effectively</p> <p>LT5. Identify conflict resolution methods</p> <p>LT6. Identify cross-cultural communication problems</p> <p>LT7. Identify ways to improve organizational communication</p> <p><b>Diverse Workforce</b></p> <p>LT1. I can describe the changing workforce</p>	<p><b>Diverse Workforce</b></p> <p>CFA= <i>Invictus</i> Reflection</p> <p>CSA= Importance of Diversity Essay</p>	<p>group technique, brainstorming, conflict, avoidance, compromise, win-lose</p> <p>DVD: <i>Secrets of Body Language</i>, History Channel</p> <p><b>Diverse Workforce</b></p> <p>Chapter 1 Section 3</p> <p>Management Matters: Diversity, page 62</p> <p>Film: <i>Invictus</i>, leadership and diversity</p> <p>Video: Eye of the Storm, Frontline, <a href="http://www.pbs.org/wgbh/pages/...">http://www.pbs.org/wgbh/pages/...</a></p> <p>Video: Shift Happens, <a href="http://www.youtube.com/watch?v...">http://www.youtube.com/watch?v...</a></p>
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**November 2018**

Content	Skills	Learning Targets	Assessment	Resources & Technology
UEQ: <ul style="list-style-type: none"> <li>• <i>What are management careers?</i></li> <li>• <i>How do you obtain a career in management?</i></li> </ul> <b>Management Careers</b> 1. Career development 2. Personal career planning 	<b>Management Careers</b> 1. Set management career goals and research the management job market 2. Create a management resume and related correspondence 3. Identify the keys to a	<b>Management Careers</b> LT1. I can set career goals and research the management job market LT2. I can create a management resume and related correspondence LT3. I can identify the keys	<b>Management Careers</b> CFA= Job Search Process Simulation  CSA= Communication and Career Test	<b>Management Careers</b> Chapters 25.3, 25.4

	successful management interview process	to a successful management interview process	CSA =Final Test	
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