Management Principles

Management Principles is a half-credit or one-credit course designed to provide students with an understanding of the organizational functions of businesses, including quality concepts, project management, and problem solving. Topics include analyzing functions of management, examining leadership styles, and reviewing organizational structures. For a half-credit course, content standards 1, 2, 5, 6, 11, 12, and 13 must be included.

Career and technical student organizations are integral, cocurricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth.

Management

Students will:

1. Explain how effective decision-making skills and processes are used in evaluating the procedures for management decisions related to credit, insurance, marketing, product development and distribution, pricing and promotion, human resources planning, and employee and organizational development.

2. Analyze functions of management to determine major responsibilities of supervisors. Examples: human resources, marketing, production, customer service

3. Interpret research results to determine factors and trends affecting recruiting, training, and retention of employees in the modern workplace. Examples: factors and trends—downsizing, team development, quality control, scheduling

4. Explain how management leadership styles and methods influence individuals and groups to cooperatively achieve organizational goals.

5. Utilize organizational skills needed to manage business operations and maintain an orderly flow of work, including maintaining schedules and calendars; organizing documents, forms, and manuals; and following workplace policies and procedures.

Organization

6. Compare advantages and disadvantages of different organizations, including sole proprietorships, partnerships, corporations, franchises, and cooperatives, to determine how an organization’s structure affects management decisions.

7. Interpret organizational structures by using various charts. Examples: matrix, line and staff, team
Communication

8. Describe barriers to and methods for improving the communication process in the corporate world.

Ethics


Career Opportunities

    • Defining diversity and its importance in the workplace
    • Describing conditions needed to bring together people from various backgrounds

11. Determine career and entrepreneurial opportunities, responsibilities, and educational and credentialing requirements related to management career opportunities.

Legal Implications

12. Describe financial and legal operations of a business.
    • Preparing financial documents
      Examples: financial statements; budget, revenue, profit, and income statements; balance sheets; bank statements
    • Identifying types of negotiable instruments
    • Interpreting the importance of copyrights, patents, and trademarks

13. Explain how the workplace has changed as a result of labor legislation.
    Examples: drug testing, sexual harassment, safety, right to privacy, affirmative action