# Business Management Course No. 12052 Credit: 0.5

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| **Student name:** |  | **Graduation Date:** |  |

Pathways and CIP Codes:Business Management & Entrepreneurship (52.0799); Marketing (52.1402); Corrections, Security, Law, and Law Enforcement Services (43.0199); Government & Public Administration (44.0401)

Course Description: **Technical Level:** Business Management courses acquaint students with management opportunities and effective human relations. These courses provide students with the skills to perform planning, staffing, financing, and controlling functions within a business. In addition, they usually provide a macro-level study of the business world, including business structure and finance, and the interconnections among industry, government, and the global economy. The course may also emphasize problem-based, real-world applications of business concepts and use accounting concepts to formulate, analyze, and evaluate business decisions.

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Recognize managements role to understand its contribution to business success.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Define business management. |  |
| 1.2 | Identify the five functions of management. |  |
| 1.3 | Identify the responsibility of managers at each level of an organizational chart. |  |
| 1.4 | Recognize types of management styles. |  |
| 1.5 | Explain the management theories. |  |
| 1.6 | Identify the importance of social responsibility. |  |

## Benchmark 2: Identify, analyze, and process business data and information to make business decisions and enhance business management duties.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Perform data analysis to make business decisions. |  |

## Benchmark 3: Examine and employ business and economic principles and concepts in making informed business decisions to continue business operations.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Recognize how economic systems influence environments in which businesses function. |  |
| 3.2 | Use knowledge regarding the impact government has on businesses to make informed economic decisions. |  |
| 3.3 | Describe global trade's impact on business activities. |  |
| 3.4 | Use economic indicators to detect economic trends and conditions. |  |

## Benchmark 4: Evaluate and use information resources to accomplish specific occupational tasks. Identify, write and monitor workplace performance goals to guide progress in assigned areas of responsibility and accountability.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Write goals that meet appropriate criteria: Specific, Measurable, Achievable, Realistic, Time Bound. |  |

## Benchmark 5: Analyze accounting systems' contribution to the fiscal stability of a business.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 5.1 | Develop a foundational knowledge of accounting to understand its nature and scope. |  |
| 5.2 | Analyze basic financial statements to make business decisions. |  |

## Benchmark 6: Understand the methods that businesses use to recruit, train and develop human resources.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 6.1 | Describe the role and function of human resources management. |  |
| 6.2 | Manage business risks to protect a business's financial well-being. |  |
| 6.3 | Understand the impact of alternate work schedules on work / life balance. |  |

## Benchmark 7: Assess and implement safety, health, and environmental controls to enhance business productivity.

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 7.1 | Assess needed safety policies/procedures to ensure protection of employees. |  |

## Benchmark 8: Describe business' responsibility to know and abide by laws and regulations that affect business operations.

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 8.1 | Demonstrate, manage, obtain and protect information through ethical behavior in a business setting to foster positive internal and external interactions. |  |
| 8.2 | Describe the nature and scope of business laws and regulations. |  |

## Benchmark 9: Describe business's responsibility to know and abide by laws and regulations that affect business operations.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 9.1 | Utilize career-advancement activities to enhance professional development. |  |

## Benchmark 10: Access, process, maintain, evaluate, and disseminate information to assist in business decision-making.

### Competencies

| **#** | **Description** | **rating** |
| --- | --- | --- |
| 10.1 | Acquire a foundational knowledge of information management to understand its nature and scope. |  |
| 10.2 | Maintain business records to facilitate business operations. |  |
| 10.3 | Acquire information to guide business decision-making. |  |
| 10.4 | Manage financial resources to maintain business solvency. |  |

## Benchmark 11: Employ and explore tools and strategies to influence, plan, control, and organize an organization/department.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 11.1 | Explain the role that business management has in contributing to business success. |  |

## Benchmark 12: Plan, monitor, and control day-to-day business funcions to ensure continued business operations.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 12.1 | Manage purchasing activities to obtain the best service/product at the least cost. |  |
| 12.2 | Manage quality-control processes to minimize errors and to expedite workflow. |  |

## Benchmark 13: Examine risk management strategies and techniques in order to minimize potential business loss.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 13.1 | Explain the nature and scope of risk management practices within a business. |  |

## Benchmark 14: Plan, organize, and control an organization/department to optimize overall business success.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 14.1 | Explain the nature and scope of strategic management within a business. |  |
| 14.2 | Demonstrate project-management skills. |  |
| 14.3 | Demonstrate employability/career success skills. |  |

## Benchmark 15: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information. Obtain and convey ideas and information to impact business decisions and report on organizational activities.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 15.1 | Demonstrate use of content, technical concepts and vocabulary when analyzing information and following directions. |  |
| 15.2 | Employ verbal skills when obtaining and conveying information. |  |

## Benchmark 16: Employ leadership skills to accomplish organizational goals and objectives.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 16.1 | Analyze and exhibit leadership traits and their various roles within organizations (e.g., contribute ideas; share in building an organization; act as role models to employees by adhering to company policies, procedures, and standards; promote the organization's vision; and mentor others). |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

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