



Course Overview

Unit Title	Unit Summary
<u>Foundations of Management and Business Ethics</u>	Students will explore fundamental management concepts, ethical decision-making, and social responsibility in business environments. They will define management functions, understand the management pyramid, and research contemporary cases dealing with ethics and social responsibility while developing a foundation for professional workplace behaviors.
<u>Strategic Planning and Decision Making</u>	Students will learn comprehensive planning processes, decision-making frameworks, and strategic management concepts. They will identify steps in management decision-making, determine competitive advantage, establish organizational strategy, and develop business plans while understanding global management principles.
<u>Organizational Structure and Global Business</u>	Students will analyze organizational structures, authority relationships, and team dynamics while exploring global business environments. They will compare different organizational types, understand delegation and span of control, and examine how organizations function in international markets.
<u>Human Resource Management and Workforce Development</u>	Students will examine comprehensive human resource practices including recruitment, selection, training, diversity management, and employment law compliance. They will explore workplace issues, manage multicultural environments, and understand the costs and benefits of workforce development strategies.
<u>Leadership and Motivation</u>	Students will demonstrate leadership qualities, understand various leadership styles, and learn motivation theories. They will explore coaching techniques, communication processes, and develop skills for leading teams while distinguishing between leadership and management roles.
<u>Operations Management and Quality Control</u>	Students will understand control processes, quality management systems, and operational efficiency. They will examine ISO standards, develop quality instruments, analyze manufacturing and service operations, and learn inventory management principles while exploring productivity and growth strategies.
<u>Project Management and Professional Development</u>	Students will demonstrate project management skills, develop interpersonal abilities, and engage in self-assessment for career advancement. They will participate in leadership activities, practice

	team-building skills, and complete industry certification preparation including Entrepreneurship and Small Business certifications.
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Standards for Foundations of Management and Business Ethics

Texas Essential Knowledge and Skills (TEKS)

(1) The student demonstrates an understanding of the management concept. The student is expected to:

- define the term management **[127.247(d)(1)(A)]**
- explain management functions, including planning, organizing, staffing, leading, and controlling **[127.247(d)(1)(B)]**
- define the management pyramid **[127.247(d)(1)(C)]**
- define the role of management **[127.247(d)(1)(D)]**
- explain the history and evolution of management **[127.247(d)(1)(E)]**
- identify the external and internal environmental factors that influence management **[127.247(d)(1)(F)]**
- define ethical workplace behavior **[127.247(d)(1)(G)]**
- summarize how to make ethical decisions **[127.247(d)(1)(H)]**
- define social responsibility **[127.247(d)(1)(I)]**
- explain how socially responsible management policies are initiated and implemented **[127.247(d)(1)(J)]**
- research contemporary cases dealing with ethics and social responsibility using appropriate online technology **[127.247(d)(1)(K)]**

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Standards for Strategic Planning and Decision Making

Texas Essential Knowledge and Skills (TEKS)

(2) The student recognizes the importance of planning in an organization. The student is expected to:

- define the term planning **[127.247(d)(2)(A)]**
- explain the necessity of proper planning **[127.247(d)(2)(B)]**
- define types of planning such as marketing, financial, and organizational **[127.247(d)(2)(C)]**
- identify steps of the management decision-making process, including: **[127.247(d)(2)(D)]**
 - (i) identifying the problem or opportunity
 - (ii) gathering relevant information or data
 - (iii) determining alternative courses of action
 - (iv) evaluating each alternative
 - (v) computing an optimal decision
 - (vi) implementing the chosen course of action
 - (vii) evaluating the decision feedback and determining if any changes are necessary
- determine competitive advantage **[127.247(d)(2)(E)]**
- establish organizational strategy **[127.247(d)(2)(F)]**
- determine innovative strategies **[127.247(d)(2)(G)]**
- identify the need for change **[127.247(d)(2)(H)]**
- define global management **[127.247(d)(2)(I)]**
- explain how the organization will function in a global environment **[127.247(d)(2)(J)]**

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Standards for Organizational Structure and Global Business

Texas Essential Knowledge and Skills (TEKS)

(3) The student recognizes the importance of organizations. The student is expected to:

- explain how to design an adaptive organization **[127.247(d)(3)(A)]**
- define the concepts, methods, and types of departmentalization **[127.247(d)(3)(B)]**
- define the chain of command **[127.247(d)(3)(C)]**
- explain line authority **[127.247(d)(3)(D)]**
- define staff authority **[127.247(d)(3)(E)]**
- explain the advantages and disadvantages of different types of organizations, including line, line and staff, and matrix **[127.247(d)(3)(F)]**
- define delegation in a management context **[127.247(d)(3)(G)]**
- compare and contrast centralized and decentralized organizations **[127.247(d)(3)(H)]**
- identify the concept of teams and teamwork **[127.247(d)(3)(I)]**
- define span of control or span of management **[127.247(d)(3)(J)]**

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Standards for Human Resource Management and Workforce Development

Texas Essential Knowledge and Skills (TEKS)

(4) The student explains the role of staffing within an organization. The student is expected to:

- describe ethics in human resource issues **[127.247(d)(4)(A)]**
- explain or define the major federal employment laws **[127.247(d)(4)(B)]**
- define adverse impact and employment discrimination **[127.247(d)(4)(C)]**
- identify sexual harassment in the workplace **[127.247(d)(4)(D)]**
- explain the methods of recruiting potential employees **[127.247(d)(4)(E)]**
- define the selection process for new employees **[127.247(d)(4)(F)]**
- explain the types of training needed for newly hired employees **[127.247(d)(4)(G)]**
- define professional development in terms of current employees **[127.247(d)(4)(H)]**
- explain employee compensation in a competitive environment **[127.247(d)(4)(I)]**
- define the potential need for downsizing **[127.247(d)(4)(J)]**
- rationalize the costs of employee turnover and what can be done to reduce turnover rate **[127.247(d)(4)(K)]**
- explain the need and benefits of a diverse workforce **[127.247(d)(4)(L)]**
- research contemporary cases addressing recruitment, downsizing, and diversity using appropriate online resources **[127.247(d)(4)(M)]**

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Standards for Leadership and Motivation

Texas Essential Knowledge and Skills (TEKS)

(5) The student demonstrates the qualities of leadership. The student is expected to:

- define motivation [127.247(d)(5)(A)]
- distinguish between extrinsic and intrinsic rewards [127.247(d)(5)(B)]
- explain how to address real or perceived inequities in the workplace [127.247(d)(5)(C)]
- define the Expectancy Theory [127.247(d)(5)(D)]
- explain how rewards and goals affect motivation [127.247(d)(5)(E)]
- compare a leader to a manager [127.247(d)(5)(F)]
- explain the roles of a leader [127.247(d)(5)(G)]
- explain the traits of an effective leader [127.247(d)(5)(H)]
- define the different styles of leadership, including autocratic, democratic, and free rein [127.247(d)(5)(I)]
- explain when each style of leadership is appropriate [127.247(d)(5)(J)]
- define the management communication process [127.247(d)(5)(K)]
- explain the concept of employee perception [127.247(d)(5)(L)]
- analyze the communication process [127.247(d)(5)(M)]
- compare and contrast formal and informal communication [127.247(d)(5)(N)]
- explain how to improve communication within an organization [127.247(d)(5)(O)]

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Standards for Operations Management and Quality Control

Texas Essential Knowledge and Skills (TEKS)

(6) The student understands the necessity of the control process. The student is expected to:

- examine the control process **[127.247(d)(6)(A)]**
- illustrate the five primary control methods **[127.247(d)(6)(B)]**
- explain the importance of quality control **[127.247(d)(6)(C)]**
- define the strategic importance of management information **[127.247(d)(6)(D)]**
- develop the importance of gathering and sharing information **[127.247(d)(6)(E)]**
- explain the importance of managing for productivity and growth **[127.247(d)(6)(F)]**
- define the quality-related characteristics for products **[127.247(d)(6)(G)]**
- explain International Standards Organization (ISO) standards, including ISO 9000 and ISO 14000 **[127.247(d)(6)(H)]**
- define the quality-related characteristics for services **[127.247(d)(6)(I)]**
- explain the Baldrige National Quality Award **[127.247(d)(6)(J)]**
- explain the Deming Award **[127.247(d)(6)(K)]**
- research and critique recent winners of the Baldrige awards using appropriate online technology **[127.247(d)(6)(L)]**
- research and critique recent winners of the Deming award using appropriate online technology **[127.247(d)(6)(M)]**
- define Total Quality Management **[127.247(d)(6)(N)]**
- explain service operations **[127.247(d)(6)(O)]**
- develop a service quality standards instrument such as a customer satisfaction survey or SERVQUAL survey **[127.247(d)(6)(P)]**
- analyze manufacturing operations **[127.247(d)(6)(Q)]**
- define inventory in the management context **[127.247(d)(6)(R)]**
- explain the fiscal importance of controlling inventory **[127.247(d)(6)(S)]**

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Standards for Project Management and Professional Development

Texas Essential Knowledge and Skills (TEKS)

(7) The student knows self-development techniques and interpersonal skills to accomplish management objectives. The student is expected to:

- recognize personal biases and stereotypes **[127.247(d)(7)(A)]**
- identify and practice effective interpersonal skills involving situations with coworkers, supervisors, and subordinates **[127.247(d)(7)(B)]**
- identify and practice effective team-building skills involving situations with coworkers, supervisors, and subordinates **[127.247(d)(7)(C)]**
- participate in leadership activities **[127.247(d)(7)(D)]**
- participate in career development activities **[127.247(d)(7)(E)]**
- assess personal strengths and weaknesses **[127.247(d)(7)(F)]**
- develop personal traits and behaviors to foster career advancement **[127.247(d)(7)(G)]**

(8) The student demonstrates project-management skills to improve workflow and minimize costs. The student is expected to:

- initiate a project, which includes identifying resources needed for a project **[127.247(d)(8)(A)]**
- develop a project plan **[127.247(d)(8)(B)]**
- execute a project **[127.247(d)(8)(C)]**
- monitor and control a project **[127.247(d)(8)(D)]**
- close a project **[127.247(d)(8)(E)]**

Industry Certifications: Students will prepare for and take Entrepreneurship and Small Business Certifications as part of their professional development and career preparation activities.

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