



CORRELATION COURSE REQUIREMENTS

COURSE TITLE: Business Management and Law

COURSE NUMBER: 8812120

SUBMISSION TITLE: Understanding Business & Personal Law © 2003

PUBLISHER: Glencoe

INTENDED OUTCOMES & SSS/BENCHMARKS (Number and outcome)	PAGE(S) OR LOCATION(S) WHERE TAUGHT	I/M*
15.0 <u>IDENTIFY PRINCIPLES OF MANAGEMENT</u> --The student will be able to:		
15.01 Discuss the evolution of management as a science and as an art.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
15.02 Explain role of management in small business.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
15.03 Define five (5) functions of management: planning, organizing, staffing, directing, and controlling.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
15.04 Discuss different types of leadership roles.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A

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15.05 Identify characteristics of effective leaders.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
15.06 Explain the steps in decision-making and problem solving.	The opportunity to address this objective is available. See the following: SE: 13 TWE: 13	M
15.07 Discuss strategies for dealing with conflict.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
15.08 Identify procedures for recruiting employees.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
15.09 Identify criteria for selecting prospective employees.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
15.10 Review methods utilized in training employees.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A

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15.11 Discuss reasons for promoting and transferring employees.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
15.12 Identify various types of wage and salary plans.	The opportunity to address this objective is available. See the following: SE: 167, 438, 456 TWE: 167, 438, 456	M
15.13 Identify the most frequently offered fringe benefits.	The opportunity to address this objective is available. See the following: SE: 164, 242, 454, 456, 458, 460–462, 676 TWE: 164, 242, 454, 456, 458, 460–462, 676	M
15.14 Describe obligations employers have to employees.	SE: 436–443, 454, 456, 458–459, 464–471 TWE: 436–443, 454, 456, 458–459, 464–471	M
16.0 DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP AND THE FREE ENTERPRISE SYSTEM --The student will be able to:		
16.01 Research role of entrepreneurship in the free enterprise system.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A

INTENDED OUTCOMES & SSS/BENCHMARKS (Number and outcome)	PAGE(S) OR LOCATION(S) WHERE TAUGHT	I/M*
16.02 Compare and contrast different types of business ownership.	The opportunity to address this objective is available. See the following: SE: 584–599, 626–639 TWE: 584–599, 626–639	M
16.03 Assess advantages and disadvantages of business ownership.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
16.04 Analyze risks and responsibilities involved in ownership of a business.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
16.05 Examine the obligations of business ownership.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
16.06 Diagram the economic/business cycle.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
16.07 Interpret concepts of Law of Supply and Demand in relation to a specific product and/or service.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A

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16.08 Investigate current trends contributing to economic change.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
17.0 <u>DEMONSTRATE KNOWLEDGE OF THE GLOBAL ECONOMY</u>--The student will be able to:		
17.01 Identify the role of an Internet site in generating international interest.	The opportunity to discuss this objective is available. See the following: SE: 198, 208, 273–274, 284–287, 301, 325–326, 331, 404 TWE: 198, 208, 273–274, 284–287, 301, 325–326, 331, 404	M
17.02 Define and explain exchange rate, letter of credit (L/C), and freight forwarder.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
17.03 Analyze characteristics of the global economy.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
17.04 Discuss impact of international trade on small business (e.g., balance of trade).	The opportunity to address this objective is available. See the following: SE: 196, 270, 303, 650 TWE: 196, 270, 303, 650	M

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17.05 Compare and contrast global business opportunities.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
17.06 Describe methods of researching specific international markets.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
17.07 Identify potential barriers to international trade.	The opportunity to address this objective is available. See the following: SE: 196, 270, 303, 650 TWE: 196, 270, 303, 650	M
17.08 Identify differences between importing and exporting.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
17.09 Examine impact of changes in trade barriers and technology.	The opportunity to address this objective is available. See the following: SE: 234 TWE: 234	M

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18.0 <u>DEMONSTRATE KNOWLEDGE OF THE IMPORTANCE OF THE BUSINESS PLAN</u> --The student will be able to:		
18.01 Discuss how a business plan contributes to the success of a business.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
18.02 Describe the circumstances for conducting a feasibility study.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
18.03 Analyze examples of business plans.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
18.04 Explain importance of the presentation of the business plan.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
18.05 Express importance of reviewing and updating the business plan.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A

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19.0 <u>INVESTIGATE AND ANALYZE COMPONENTS OF FINANCIAL MANAGEMENT</u> --The student will be able to:		
19.01 Demonstrate the importance of financial and accounting management to the entrepreneur.	The opportunity to address this objective is available. See the following: SE: 338-341, 351, 496, 614-616 TWE: 338-341, 351, 496, 614-616	M
19.02 Demonstrate and calculate how to determine start-up costs for a business in a given situation.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
19.03 Compare and contrast the three means of obtaining equity funding (e.g., private corporation, public corporation, venture capitalists).	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
19.04 Compare and contrast sources of start-up and operating capital.	The opportunity to address this objective is available. See the following: SE: 587-589, 614-616 TWE: 587-589, 614-616	M

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19.05 Analyze fixed and variable costs, equity financing, debt financing, and trade credit.	The opportunity to address this objective is available. See the following: SE: 175, 209–211, 484–488, 496–499, 614–616, 731–732 TWE: 175, 209–211, 484–488, 496–499, 614–616, 731–732	M
19.06 Explain components and importance of a profit and loss statement.	The opportunity to address this objective is available. See the following: SE: 585–586, 594 TWE: 585–586, 594	M
19.07 Create a balance sheet, income statement, and cash flow projection.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
19.08 Identify records necessary for effective inventory control.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
19.09 Discuss the use of computers in financial analysis.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A

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20.0 <u>DEMONSTRATE THE KNOWLEDGE OF MERCHANDISING AND INVENTORY</u> --The student will be able to:		
20.01 Define planned sales, planned stock levels, estimated markdowns, and shrinkage.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
20.02 Analyze options for inventory control (cost vs. retail).	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
20.03 Explain the purchasing procedures for a small business by defining model stock.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
20.04 Describe factors to consider when selecting vendors (e.g., terms of sale, cash discount, quantity discount, seasonal discount, future dating, Free On Board destination, consignment buying).	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
20.05 Define and calculate basic business measurements (e.g., break-even point, stock turnover, cost of goods sold, markup, markdown, and discounts/terms).	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
20.06 Explain methods that businesses use to authorize payments for goods and services.	The opportunity to address this objective is available. See the following: SE: 506-515, 528 TWE: 506-515, 528	M

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20.07 Identify use of computer systems in managing merchandise and inventory.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
21.0 <u>IDENTIFY THE ELEMENTS OF MANUFACTURING AND PRODUCTION</u>--The student will be able to:		
21.01 Identify different types of manufacturing (e.g., custom, mass, continuous, repetitive, and intermittent).	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
21.02 Identify the elements of product production planning (e.g., inventory, human resources, and production scheduling).	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
21.03 Identify factors that influence the location of a manufacturing business.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
21.04 Discuss the principles of quality management.	The opportunity to discuss this objective is available. See the following: SE: 304, 306, 327–330 TWE: 304, 306, 327–330	M

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22.0 <u>DEMONSTRATE KNOWLEDGE OF MANAGEMENT OF CUSTOMER CREDIT AND COLLECTION</u> --The student will be able to:		
22.01 Define credit policy, credit bureau, credit limits, accounts receivable, and aging of accounts.	The opportunity to address this objective is available. See the following: SE: 483-499, 535, 564 TWE: 483-499, 535, 564	M
22.02 Discuss the advantages and disadvantages of offering customer credit.	The opportunity to address this objective is available. See the following: SE: 483-499, 535, 564 TWE: 483-499, 535, 564	M
22.03 Analyze credit options for a small business.	The opportunity to address this objective is available. See the following: SE: 483-499, 535, 564 TWE: 483-499, 535, 564	M
22.04 Examine criteria for granting customer credit.	The opportunity to address this objective is available. See the following: SE: 483-499, 535, 564 TWE: 483-499, 535, 564	M

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22.05 Identify costs to a business of offering credit card service to its customers.	The opportunity to address this objective is available. See the following: SE: 488–492, 498, 535 TWE: 488–492, 498, 535	M
22.06 Identify agencies providing credit information on customers.	The opportunity to address this objective is available. See the following: SE: 322, 484, 488 TWE: 322, 484, 488	M
22.07 Describe use of credit records or reports.	The opportunity to address this objective is available. See the following: SE: 322, 484, 488 TWE: 322, 484, 488	M
22.08 Analyze procedures used for credit collections.	The opportunity to address this objective is available. See the following: SE: 494 TWE: 494	M

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22.09 Explain the purpose of an accounts receivable aging report.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
22.10 Identify the role of small claims court and collection agencies in debt collection.	SE: 30, 399 TWE: 30, 399	I
23.0 <u>DESCRIBE RISK/SHRINKAGE MANAGEMENT</u>--The student will be able to:		
23.01 Identify methods to minimize shoplifting.	The opportunity to address this objective is available. See the following: SE: 69, 84 TWE: 69, 84	M
23.02 Determine procedures that can be used to reduce amount of loss from internal theft.	The opportunity to address this objective is available. See the following: SE: 69, 84, 362–367 TWE: 69, 84, 362–367	M
23.03 Identify procedures that can be used to reduce amount of loss from bad checks.	The opportunity to address this objective is available. See the following: SE: 524–535 TWE: 524–535	M

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23.04 Discuss security procedures to discourage burglary and robbery.	The opportunity to address this objective is available. See the following: SE: 67–68 TWE: 67–68	M
23.05 Discuss how accidents and lawsuits can be prevented.	SE: 84, 400–401, 418, 763–765 TWE: 84, 400–401, 418, 763–765	I
23.06 Identify different types of business insurance policies required for a variety of types of businesses.	The opportunity to address this objective is available. See the following: SE: 759–761, 762–765, 774 TWE: 759–761, 762–765, 774	M
23.07 Identify procedures for handling cash transactions.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
23.08 Compare and contrast different store policies concerning shrinkage (e.g., returns, mark out of stocks, charge backs).	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A

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23.09 Identify procedures for maintaining quality customer service.	The opportunity to address this objective is available. See the following: SE: 269–270 TWE: 269–270	M
24.0 DEMONSTRATE KNOWLEDGE OF GOVERNMENT REGULATION OF BUSINESS-- The student will be able to:		
24.01 Analyze government regulations and agencies that impact a business venture (e.g., OSHA, FTC, FCC, UCC).	SE: 117, 268, 272–275, 287, 287, 301, 317, 321–326, 339, 454–455, 650–653 TWE: 9, 21, 117, 268, 272–275, 287, 301, 317, 321–326, 339, 454–455, 650–653	I
24.02 Investigate the role of government regulations in dealing with customers and employees.	SE: 432–471 TWE: 432–471	I
24.03 Explain differences between a license and permit and identify issuing agencies.	The opportunity to address this objective is available. See the following: SE: 191–193, 685–687 TWE: 191–193, 685–687	M

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24.04 Discuss importance of evaluating environmental impact of business.	The opportunity to address this objective is available. See the following: SE: 652–653 TWE: 652–653	M
24.05 Describe health and safety issues that should be considered by an entrepreneur.	SE: 454–455 TWE: 454–455	I
24.06 Describe facility/equipment maintenance records.	The opportunity to address this objective is available. See the following: SE: 286, 733 TWE: 286, 733	M
24.07 Discuss consumer product safety laws.	SE: 93, 327–331, 375, 400–401, 616–617 TWE: 93, 327–331, 375, 400–401, 616–617	I
25.0 DEMONSTRATE KNOWLEDGE OF BUSINESS LAW--The student will be able to:		
25.01 Explain evolution of business law.	The opportunity to address this objective is available. See the following: SE: 12–13, 17–21, 80–81, 233–235, 418 TWE: 12–13, 17–21, 80–81, 233–235, 418	M

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25.02 Explain and analyze the elements of a contractual relationship (e.g., power of attorney, limited power of attorney).	SE: 106–109, 211–213, 217, 245–248, 405 TWE: 106–109, 211–213, 217, 245– 248, 405	I
25.03 Analyze elements of an enforceable contract.	SE: 41–42, 173–176 TWE: 41–42, 173–176	I
25.04 Identify essential information to maintain compliance with statutes of frauds.	SE: 18–19, 205–221 TWE: 18–19, 205–221	I
25.05 Analyze various breaches of contract and available remedies.	SE: 206, 232, 243, 250–255, 439–440, 563 TWE: 206, 232, 243, 250–255, 439–440, 563	I
25.06 Identify enforceable or non-enforceable elements of a case study.	The opportunity to address this objective is available. See the following: SE: 41–42, 173–178 TWE: 41–42, 173–178	M
25.07 Identify requirements of negotiability.	SE: 36, 504–519, 542, 563–567 TWE: 36, 504–519, 542, 563–567	I

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26.0 <u>INVESTIGATE AND ANALYZE COMPONENTS OF HUMAN RESOURCES MANAGEMENT</u> --The student will be able to:		
26.01 Compare and contrast using independent contractors, temporary help agencies, co-op programs, interns, and permanent employees.	SE: 394–396, 399, 434–435, 442–443 TWE: 394–396, 399, 434–435, 442–443	I
26.02 Create a job description.	The opportunity to address this objective is available. See the following: SE: 432–471 TWE: 432–471	M
26.03 Role-play an interview using appropriate, legal questions.	SE: 390–391, 432–433 TWE: 390–391, 432–433	I
26.04 Evaluate appropriate work habits (e.g., punctuality, initiative, self-management, reliability).	The opportunity to address this objective is available. See the following: SE: 436 TWE: 436	M
26.05 Analyze traits that promote human relations and increase job productivity.	The opportunity to address this objective is available. See the following: SE: 454, 456, 466–469 TWE: 454, 456, 466–469	M

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26.06 Discuss components and functions of a company policy manual (e.g., drinking and smoking, tardiness and absenteeism, sexual harassment, medical insurance, holidays, vacation and sick time).	The opportunity to address this objective is available. See the following: SE: 436–441, 454, 458–460, 469, 759–761 TWE: 436–441, 454, 458–460, 469, 759–761	M
26.07 Select and develop written solutions to behavior problems affecting job performance.	The opportunity to address this objective is available. See the following: SE: 223–239, 426 TWE: 223–239, 426	M
26.08 Describe procedures for training and promoting employees.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
26.09 Describe methods for supervising and motivating employees.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
26.10 Discuss alternative methods for evaluating employee performance.	The opportunity to address this objective is available. See the following: SE: 223–239, 426 TWE: 223–239, 426	M

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26.11 Examine and critique a performance appraisal of an employee.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A
26.12 Identify steps in developing a comprehensive employee compensation package.	The opportunity to address this objective is available. See the following: SE: 167, 419, 438, 456, 460-463, 676 TWE: 167, 419, 438, 456, 460-463, 676	M
26.13 Identify records necessary for payroll taxes.	The opportunity to address this objective is available. See the following: SE: 30, 585–586, 774 TWE: 30, 585–586, 774	M
26.14 Describe components of employee contracts (e.g., noncompete clause, nonsolicitation clause).	SE: 197–199, 217, 224–226, 245- 248, 394, 399 TWE: 197–199, 217, 224–226, 245- 248, 394, 399	I
26.15 Identify records used for effective human resource management.	This objective falls outside the scope of Glencoe/McGraw-Hill Understanding Business and Personal Law.	N/A

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26.16 Describe the legal implications of using performance appraisals to terminate or demote employees.	The opportunity to address this objective is available. See the following: SE: 223–229, 231–235 TWE: 223–229, 231–235	M

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M = Mentioned only