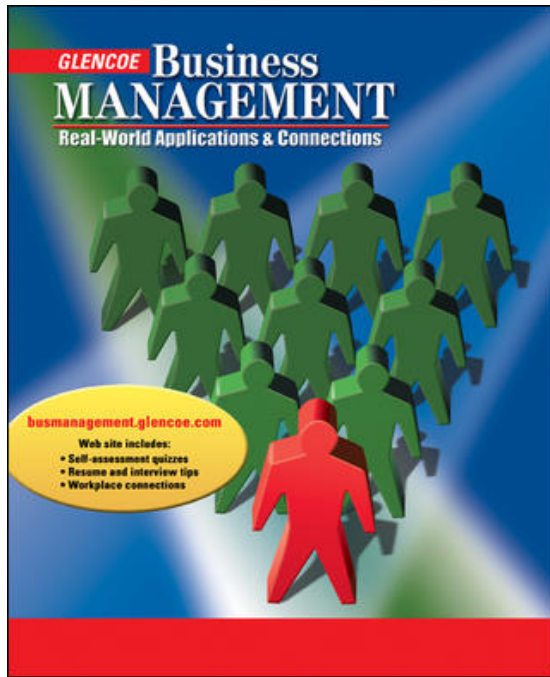
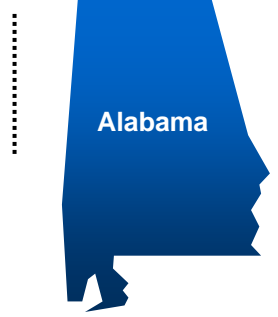




Management Principles



# Business MANAGEMENT

Real-World Applications & Connections

© 2006

## CORRELATION TO ALABAMA COURSE OF STUDY

STANDARDS	PAGE REFERENCES
<b>Management</b>	
<p>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.</p>	<p><b>Student Edition:</b> 180-184, 186, 188-190, 192-197, 198-199 <i>Fact and Idea Review</i> 190, 197 #1, #4 <i>Figure</i> 187, 189 <b>Teacher Annotated Edition:</b> CT 186; GP TM118, TM120; TA 189, 195</p>
<p>2. Analyze functions of management to determine major responsibilities of supervisors.  Examples: human resources, marketing, production, customer service</p>	<p><b>Student Edition:</b> 8-18, 183 <i>Fact and Idea Review</i> 20 #2, #4 <i>Figure</i> 9, 10-11, 13, 16 <b>Teacher Annotated Edition:</b> GP TM56; IP TM57</p>

STANDARDS	PAGE REFERENCES
<p>3. Interpret research results to determine factors and trends affecting recruiting, training, and retention of employees in the modern workplace.</p> <p>Examples: factors and trends—downsizing, team development, quality control, scheduling</p>	<p><b>Student Edition:</b> 342-344, 346-350, 352-355 <i>BusinessWeek</i> 351 <i>Figure</i> 344, 346-347, 354</p> <p><b>Teacher Annotated Edition:</b> CT 344, 348; ES 355; GP TM180; TA 346</p>
<p>4. Explain how management leadership styles and methods influence individuals and groups to cooperatively achieve organizational goals.</p>	<p><b>Student Edition:</b> 315-317, 381-382, 384-387 <i>BusinessWeek</i> 383 <i>Fact and Idea Review</i> 317 #3 <i>Figure</i> 383</p> <p><b>Teacher Annotated Edition:</b> CT 382, 385; ES 387; GP TM194; R 387</p>
<p>5. Utilize organizational skills needed to manage business operations and maintain orderly flow of work, including maintaining schedules and calendars; organizing documents, forms, and manuals; and following workplace policies and procedures.</p>	<p><b>Student Edition:</b> 241-242, 280, 282-285 <i>Fact and Idea Review</i> 285 #1 <i>Figure</i> 281</p> <p><b>Teacher Annotated Edition:</b> CT 284; TA 282</p>
<b>Organization</b>	
<p>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.</p>	<p><b>Student Edition:</b> 24, 107-109 <i>Fact and Idea Review</i> 118 #2</p> <p><b>Teacher Annotated Edition:</b> A TM91; TA 109</p>
<p>7. Interpret organizational structures by using various charts.</p> <p>Examples: matrix, line and staff, team</p>	<p><b>Student Edition:</b> 298-299, 301-305 <i>Fact and Idea Review</i> 305 #4 <i>Figure</i> 299, 301, 302, 303, 304</p> <p><b>Teacher Annotated Edition:</b> CT 302; ES 305</p>

STANDARDS	PAGE REFERENCES
<b>Communication</b>	
<p>8. Describe barriers to and methods for improving the communication process in the corporate world.</p>	<p><b>Student Edition:</b> 202-209, 210-212, 214-215, 217-219 <i>Fact and Idea Review</i> 209 #3 <i>Figure</i> 205, 206-207, 210, 211</p> <p><b>Teacher Annotated Edition:</b> CT 215; TA 203, 208, 214</p>
<b>Ethics</b>	
<p>9. Determine ways to manage conflict and stress in the workplace.</p>	<p><b>Student Edition:</b> 392-394, 396-399, 400, 402-407 <i>BusinessWeek</i> 401 <i>Fact and Idea Review</i> 399 #4, 407 #5 <i>Figure</i> 396-397, 402-403</p> <p><b>Teacher Annotated Edition:</b> CT 393, 404; TA 395</p>
<b>Career Opportunities</b>	
<p>10. Critique strategies for uniting a diverse workforce.</p> <ul style="list-style-type: none"> <li>• Defining diversity and its importance in the workplace</li> <li>• Describing conditions needed to bring together people from various backgrounds</li> </ul>	<p><b>Student Edition:</b> 97, 100-101, 427-428, 431 <i>BusinessWeek</i> 430 <i>Fact and Idea Review</i> 431 #4 <i>Figure</i> 427, 429</p> <p><b>Teacher Annotated Edition:</b> CT 427; TA 428</p>
<p>11. Determine career and entrepreneurial opportunities, responsibilities, and educational and credentialing requirements related to management career opportunities.</p>	<p><b>Student Edition:</b> 54-59, 61-65, 66-68 <i>Figure</i> 62-63 <i>Management Careers in Focus</i> 21, 41, 60, 93, 119, 185, 279, 373, 419, 494</p> <p><b>Teacher Annotated Edition:</b> CT 64, 68; R 65; TA 55</p>

STANDARDS	PAGE REFERENCES
<b>Legal Implications</b>	
<p>12. Describe financial and legal operations of a business.</p> <ul style="list-style-type: none"> <li>• Prepare financial documents</li> </ul> <p>Examples: financial statements; budget, revenue, profit, and income statements; balance sheets; bank statements</p> <ul style="list-style-type: none"> <li>• Identifying types of negotiable instruments</li> <li>• Interpreting the importance of copyrights, patents, and trademarks</li> </ul>	<p><b>Student Edition:</b> 108-118, 233, 310, 454 <i>Fact and Idea Review</i> 118 #4 <i>Figure</i> 118 #4</p> <p><b>Teacher Annotated Edition:</b> A TM91; CT 109, 117; GP TM90; T 118</p>
<p>13. Explain how the workplace has changed as a result of labor legislation.</p> <p>Examples: drug testing, sexual harassment, safety, right to privacy, affirmative action</p>	<p><b>Student Edition:</b> 120-127, 129 <i>Fact and Idea Review</i> 129 #1 <i>Figure</i> 126-127</p> <p><b>Teacher Annotated Edition:</b> CT 122, 125; TA 121</p>