



TX TEKS & SUGGESTED PACING GUIDE

Business Management



iCEV Business & Marketing Site

106 days of teaching material

CONTENT LESSONS

Scope & Sequence	Lesson Title	TEKS	Days of Teaching
1	Organizational Structures	1C, 1E, 3A, 3C, 3J	4
2	Management Functions	1B, 2A, 2B, 2C	3
3	Business & Management Concepts	1A, 1I, 1J, 6F	6
4	Aspects of a Business Plan	3G, 5J, 5L, 5N	4
5	Changing Nature of Business	2H	5
6	Business Workflow	3B	3
7	Successful Business Operations	1A, 2F, 4D, 4E, 5J, 6L	4
8	Ethics in Business	1G, 1H, 1I, 1K	6
9	Leadership Styles	5G, 5H, 5I	4
10	Communication Styles	5L, 5N	4
11	Managing People	1D, 1F, 3D, 3E, 3F, 3J, 5A, 5B, 5E, 5F, 5G, 5H, 5I, 5K	4
12	Managing Diversity	4B, 4K, 5C	6
13	Recruitment	4L	5
14	Contract & Employment Law	4A	6
15	Creating Employee Policies & Procedures	4F, 4H	3
16	Marketing Information Management	6D, 6E	5
17	Product Planning & Development	6C, 6G	5
18	Inventory Management	6N, 6O	5
19	Evaluating the Competition	2E	4
20	Strategies & Solutions: Keys to Solving Business Problems	2G	4
21	Risks & Strategies in International Business	2I, 2J	3
22	Workplace Issues	3H, 4A, 4C, 4F, 4H, 5M, 5N	4
23	Decision Making	2D	2

VIRTUAL JOB DESCRIPTIONS

Angie Morgan, Office Coordinator, Northeast Cincinnati Chamber of Commerce
Bill McKenzie, General Manager, La Quinta
Darla McAndrew, Human Resources Administrator, Tyler Technologies, Inc.
Benjamin Davis, Owner, Benford Audio/Video
Brian Curch, General Manager, Shoemaker Financial
Caitlin Codella, Senior Manager, Programs, U.S. Chamber of Commerce
Clyde Gephart, Store Manager, Iron Age Workplace Footwear
Dominique Sandoval, Administrative Support Assistant for Management Services, Hoover Dam
Gina Milford, Vice President of Human Resources, McDougal Companies

OTHER RELATED LESSONS

Workplace Technology

Business Documents & Technology

Business Letters & Memos

Business Reports & Newsletters

Introduction to Professional Communication

Multicultural Workplace

Conflict Management

The Cultures of International Business

Business Characteristics

Business Ownership & Registration

Coaching & Motivating Employees

Budgeting for Business

Financial Aspects of Business

Human Resource Management

Fundamentals of Marketing

Insurance for Business

Risk Management

Business Management

Sequence	Lesson Title	Knowledge & Skills		Days of Teaching
1	Organizational Structures	(1) The student demonstrates an understanding of the management concept. The student is expected to:	(C) define the management pyramid	4
		(1) The student demonstrates an understanding of the management concept. The student is expected to:	(E) explain the history and evolution of management	
		(3) The student recognizes the importance of organizations. The student is expected to:	(A) explain how to design an adaptive organization	
		(3) The student recognizes the importance of organizations. The student is expected to:	(C) define the chain of command	
		(3) The student recognizes the importance of organizations. The student is expected to:	(J) define span of control or span of management	
2	Management Functions	(1) The student demonstrates an understanding of the management concept. The student is expected to:	(B) explain management functions, including planning, organizing, staffing, direct lending, and controlling	3
		(2) The student recognizes the importance of planning in an organization. The student is expected to:	(A) define the term planning	
		(2) The student recognizes the importance of planning in an organization. The student is expected to:	(B) explain the necessity of proper planning	
		(2) The student recognizes the importance of planning in an organization. The student is expected to:	(C) define types of planning	
3	Business & Management Concepts	(1) The student demonstrates an understanding of the management concept. The student is expected to:	(A) define the term management	6
		(1) The student demonstrates an understanding of the management concept. The student is expected to:	(I) define social responsibility	
		(1) The student demonstrates an understanding of the management concept. The student is expected to:	(J) explain how socially responsible management policies are initiated and implemented	
		(6) The student understands the necessity of controlling. The student is expected to:	(F) explain the importance of managing for productivity and growth	
		(3) The student recognizes the importance of organizations. The student is expected to:	(G) define delegation in a management context	
4	Aspects of a Business Plan	(5) The student demonstrates the qualities of leadership. The student is expected to:	(J) define the management communication process	4
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(L) analyze the communication process	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(N) explain how to improve communication within an organization	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(H) identify the need for change	
5	Changing Nature of Business	(2) The student recognizes the importance of planning in an organization. The student is expected to:	(H) identify the need for change	5
6	Business Workflow	(3) The student recognizes the importance of organizations. The student is expected to:	(B) define the concepts, methods, and types of departmentalization	3
7	Successful Business Operations	(1) The student demonstrates an understanding of the management concept. The student is expected to:	(A) define the term management	4
		(2) The student recognizes the importance of planning in an organization. The student is expected to:	(F) establish organizational strategy	
		(4) The student explains the role of staffing within an organization. The student is expected to:	(D) explain the methods of recruiting potential employees	
		(4) The student explains the role of staffing within an organization. The student is expected to:	(E) define the selection process for new employees	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(J) define the management communication process	
		(6) The student understands the necessity of controlling. The student is expected to:	(L) explain service operations	

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Sequence	Lesson Title	Knowledge & Skills		Days of Teaching
8	Ethics in Business	(1) The student demonstrates an understanding of the management concept. The student is expected to:	(G) define ethical workplace behavior	6
		(1) The student demonstrates an understanding of the management concept. The student is expected to:	(H) summarize how to make ethical decisions	
		(1) The student demonstrates an understanding of the management concept. The student is expected to:	(I) define social responsibility	
		(1) The student demonstrates an understanding of the management concept. The student is expected to:	(K) research contemporary cases dealing with ethics and social responsibility using appropriate online technology	
9	Leadership Styles	(5) The student demonstrates the qualities of leadership. The student is expected to:	(G) explain the roles and functions of a leader	4
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(H) explain the traits of an effective leader	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(I) define the different types and styles of leadership and explain when each is appropriate, including autocratic, Democratic, and free rein	
10	Communication Styles	(5) The student demonstrates the qualities of leadership. The student is expected to:	(L) analyze the communication process	4
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(N) explain how to improve communication within an organization	
11	Managing People	(1) The student demonstrates an understanding of the management concept. The student is expected to:	(D) define the role of management	4
		(1) The student demonstrates an understanding of the management concept. The student is expected to:	(F) identify the external and internal environmental factors that influence management	
		(3) The student recognizes the importance of organizations. The student is expected to:	(D) explain line authority	
		(3) The student recognizes the importance of organizations. The student is expected to:	(E) define staff authority	
		(3) The student recognizes the importance of organizations. The student is expected to:	(F) explain the advantages and disadvantages of different types of organizations, including: (i) line; (ii) line and staff; (iii) matrix	
		(3) The student recognizes the importance of organizations. The student is expected to:	(J) define span of control or span of management	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(A) define motivation	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(B) distinguish between extrinsic and intrinsic rewards	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(E) explain how rewards and goals affect motivation	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(F) compare a leader to a manager	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(G) explain the roles and functions of a leader	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(H) explain the traits of an effective leader	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(I) define the different types and styles of leadership and explain when each is appropriate, including autocratic, Democratic, and free rein	
(5) The student demonstrates the qualities of leadership. The student is expected to:	(K) explain the concept of employee perception			

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Sequence	Lesson Title	Knowledge & Skills		Days of Teaching
12	Managing Diversity	(4) The student explains the role of staffing within an organization. The student is expected to:	(B) define adverse impact and employment discrimination	6
		(4) The student explains the role of staffing within an organization. The student is expected to:	(K) explain the need and benefits of a diverse workforce	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(C) explain how to address real or perceived inequities in the workplace	
13	Recruitment	(4) The student explains the role of staffing within an organization. The student is expected to:	(L) research contemporary cases addressing recruitment, downsizing, and diversity using appropriate online resources	5
14	Contract & Employment Law	(4) The student explains the role of staffing within an organization. The student is expected to:	(A) explain or define the major federal employment laws	6
15	Creating Employee Policies & Procedures	(4) The student explains the role of staffing within an organization. The student is expected to:	(F) explain the needs and types of training for newly hired employees	3
		(4) The student explains the role of staffing within an organization. The student is expected to:	(H) explain how employees should be compensated in a competitive environment	
16	Marketing Information Management	(6) The student understands the necessity of controlling. The student is expected to:	(D) define the strategic importance of management information	5
		(6) The student understands the necessity of controlling. The student is expected to:	(E) develop the importance of gathering and sharing information	
17	Product Planning & Development	(6) The student understands the necessity of controlling. The student is expected to:	(C) explain the importance of quality control	5
		(6) The student understands the necessity of controlling. The student is expected to:	(G) define the quality-related characteristics for products and services	
18	Inventory Management	(6) The student understands the necessity of controlling. The student is expected to:	(N) define inventory in the management context	5
		(6) The student understands the necessity of controlling. The student is expected to:	(O) explain the fiscal importance of managing and controlling inventory	
19	Evaluating the Competition	(2) The student recognizes the importance of planning in an organization. The student is expected to:	(E) determine competitive advantage	4
20	Strategies & Solutions: Keys to Solving Business Problems	(2) The student recognizes the importance of planning in an organization. The student is expected to:	(G) determine innovative strategies	4
21	Risks & Strategies in International Business	(2) The student recognizes the importance of planning in an organization. The student is expected to:	(I) define global management	3
		(2) The student recognizes the importance of planning in an organization. The student is expected to:	(J) explain how the organization will function in a global environment	

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Sequence	Lesson Title	Knowledge & Skills		Days of Teaching
22	Workplace Issues	(3) The student recognizes the importance of organizations. The student is expected to:	(H) compare and contrast centralized and decentralized organizations	4
		(4) The student explains the role of staffing within an organization. The student is expected to:	(A) explain or define the major federal employment laws	
		(4) The student explains the role of staffing within an organization. The student is expected to:	(C) identify sexual harassment in the workplace	
		(4) The student explains the role of staffing within an organization. The student is expected to:	(F) explain the needs and types of training for newly hired employees	
		(4) The student explains the role of staffing within an organization. The student is expected to:	(H) explain how employees should be compensated in a competitive environment	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(M) compare and contrast formal and informal communication	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(N) explain how to improve communication within an organization	
23	Decision Making	(2) The student recognizes the importance of planning in an organization. The student is expected to:	(D) identify steps of the management decision-making process, including	2
		(2) The student recognizes the importance of planning in an organization. The student is expected to:	(i) identify the problem or opportunity	
		(2) The student recognizes the importance of planning in an organization. The student is expected to:	(ii) gather relevant information or data	
		(2) The student recognizes the importance of planning in an organization. The student is expected to:	(iii) determine alternative courses of action	
		(2) The student recognizes the importance of planning in an organization. The student is expected to:	(iv) evaluate each alternative	
		(2) The student recognizes the importance of planning in an organization. The student is expected to:	(v) compute an optimal decision	
		(2) The student recognizes the importance of planning in an organization. The student is expected to:	(vi) implement the chosen course of action	
24	Skills for Real World Survival	(3) The student recognizes the importance of organizations. The student is expected to:	(I) identify the concept of teams and teamwork	7
		(4) The student explains the role of staffing within an organization. The student is expected to:	(G) define professional development in terms of current employees	
		(7) The student knows self-development techniques and interpersonal skills to accomplish management objectives. The student is expected to:	(A) identify and practice effective interpersonal and team-building skills involving situations with coworkers, supervisors, and subordinates	
		(7) The student knows self-development techniques and interpersonal skills to accomplish management objectives. The student is expected to:	(B) participate in leadership and career development activities such as involvement with appropriate student and local management associations	
		(8) The student demonstrates project-management skills to improve workflow and minimize costs. The student is expected to:	(A) identify resources needed for a project	
		(8) The student demonstrates project-management skills to improve workflow and minimize costs. The student is expected to:	(B) develop a project plan	
		(8) The student demonstrates project-management skills to improve workflow and minimize costs. The student is expected to:	(C) apply project-management tools to monitor progress	

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Sequence	Lesson Title	Knowledge & Skills		Days of Teaching
	N/A	(4) The student explains the role of staffing within an organization. The student is expected to:	(I) define the potential need for downsizing	
		(4) The student explains the role of staffing within an organization. The student is expected to:	(J) rationalize the costs of employee turnover and what can be done to reduce turnover rate	
		(5) The student demonstrates the qualities of leadership. The student is expected to:	(D) define the Expectancy Theory	
		(6) The student understands the necessity of controlling. The student is expected to:	(A) examine the control process	
		(6) The student understands the necessity of controlling. The student is expected to:	(B) illustrate the five primary control methods	
		(6) The student understands the necessity of controlling. The student is expected to:	(H) explain International Standards Organization (ISO) standards, including ISO 9000 and ISO 14000	
		(6) The student understands the necessity of controlling. The student is expected to:	(I) explain the Baldrige National Quality Award	
		(6) The student understands the necessity of controlling. The student is expected to:	(J) explain the Deming Award	
		(6) The student understands the necessity of controlling. The student is expected to:	(K) define Total Quality Management	
		(6) The student understands the necessity of controlling. The student is expected to:	(M) analyze manufacturing operations	
		(6) The student understands the necessity of controlling. The student is expected to:	(P) research recent winners of the Baldrige and Deming awards using appropriate online technology and critique the winners	