

# Business Management

## ANALYZE GENERAL MANAGEMENT PRACTICES BM1.0

- 1.1 Compare and contrast types of business ownership** BM1.1

---

- 1.2 Compare and contrast vertical and horizontal management structures in business** BM1.2

---

- 1.3 Explain the functions of management** BM1.3

---

- 1.4 Define leadership styles** BM1.4

---

- 1.5 Define management styles** BM1.5

---

- 1.6 Compare and contrast leadership and management and how one affects the other** BM1.6

---

- 1.7 Assess how a business' social responsibility affects business decisions** BM1.7

---

- 1.8 Identify the impact of cultural and social environments on domestic, international, and global trade** BM1.8

---

- 1.9 Examine the impact of business cycles on the economy and business activities** BM1.9

---

- 1.10 Describe how government policies influence business management decisions** BM1.10

---

- 1.11 Explain economic indicators and trends and how they impact businesses** BM1.11

---

- 1.12 Describe a budget as a tool used for planning and controlling within an organization and demonstrate how budgets can be used to guide strategic planning** BM1.12

---

- 1.13 Compare and contrast the role of stakeholders and the role of a board of directors for a business** BM1.13

## Analyze Business Financial Practices BM2.0

- 2.1 Describe ways in which credit history and other factors affect credit scores** BM2.1

---

- 2.2 Explain types of business financial services** BM2.2

---

- 2.3 Analyze economic principles and their impact on financial decisions** BM2.3

---

- 2.4 Describe factors that affect economic decision-making** BM2.4

---

**2.5 Compare types of financial statements used in a business financial report** BM2.5

---

**2.6 Analyze financial measures of performance used in business decision-making** BM2.6

---

**2.7 Identify the types and benefits of insurance** BM2.7

---

**2.8 Explain accounts receivable and accounts payable and how they impact day-to-day business operations, including cashflow** BM2.8

---

**2.9 Describe financing sources for a business** BM2.9

---

**2.10 Explain payroll setup** BM2.10

---

**2.11 Examine common taxes and tax forms** BM2.11

---

**2.12 Identify investment options** BM2.12

---

**Analyze Marketing Concepts** BM3.0

**3.1 Identify the principles of marketing and explain their importance to an organization** BM3.1

---

**3.2 Compare and contrast marketing channels and channels of distribution** BM3.2

---

**3.3 Describe factors that impact markets** BM3.3

---

**3.4 Explain the purpose and content of a marketing plan** BM3.4

---

**3.5 Explain advertising as a component of marketing** BM3.5

---

**3.6 Describe how businesses compete for market share** BM3.6

---

**3.7 Analyze the role that data and market research play in marketing decisions** BM3.7

---

**3.8 Explain the benefits of global trade** BM3.8

---

**3.9 Explain the importance of protecting intellectual property (IP) for the individual and the business** BM3.9

---

**Analyze Human Resource Function** BM4.0

**4.1 Identify different types of employees** BM4.1

---

**4.2 Describe factors that may affect staffing over time** BM4.2

---

**4.3 Discuss the content of a job description and a job profile** BM4.3

---

**4.4 Describe mediums that identify candidates for available positions** BM4.4

---

**4.5 Explain the hiring process, including the importance of inclusions, diversity, equity, equal opportunity, and the right to work** BM4.5

---

**4.6 Define workplace culture** BM4.6

---

---

**4.7 Discuss the hiring process** BM4.7

---

**4.8 Describe the new-hire onboarding/orientation process including organizational policies and procedures, job roles and responsibilities, employee benefits, and employee rights** BM4.8

---

**4.9 Explain the characteristics and importance of professionalism in the workplace** BM4.9

---

**4.10 Explain the process of monitoring and evaluating employee performance** BM4.10

---

**4.11 Explain disciplinary actions and dismissal procedures** BM4.11

---

**Analyze Project Management Functions** BM5.0

**5.1 Identify project management tools used to management work tasks and document outcomes** BM5.1

---

**5.2 Identify process automation tools and describe their uses** BM5.2

---

**5.3 Determine specific, measurable, achievable, realistic, and time-bound goals for a project** BM5.3

---

**5.4 Explain the importance of scheduling in project management and what it includes** BM5.4

---

**5.5 Identify factors used to evaluate progress in meeting project goals** BM5.5

---

**5.6 Identify project risks and methods to manage those risks** BM5.6

---

**Analyze Technology and Web-Based Tools** BM6.0

**6.1 Explore how technology benefits consumers and how it impacts business** BM6.1

---

**6.2 Identify hardware used to generate business communications and reports** BM6.2

---

**6.3 Identify software used to generate business communications and reports** BM6.3

---

**6.4 Apply web search skills to research industry best practices, challenges, opportunities, etc.** BM6.4

---

**6.5 Describe how e-commerce and other electronic methods impact the global marketplace** BM6.5

---

**6.6 Explain the effects of a digital footprint on an individual and on an organization** BM6.6

---

**6.7 Identify issues and regulations affecting computers, other devices, the internet, and information privacy** BM6.7

---

**6.8 Identify common computer threats** BM6.8

---

---

**6.9 Identify the elements of cybersecurity and its effect on an individual and organization** BM6.9

---

**Analyze Customer Service and Organizational Communication** BM7.0

**7.1 Write and speak in the workplace language, using industry terminology when appropriate** BM7.1

---

**7.2 Describe the elements of customer service and their impact on a business** BM7.2

---

**7.3 Use effective communication/research techniques to obtain accurate information from sources, audiences, and clients** BM7.3

---

**7.4 Explain how communicating in person, sending an email, and texting a message affect the quality of communication** BM7.4

---

**7.5 Use verbal, nonverbal, and listening skills when people of diverse cultures and generations** BM7.5

---

**7.6 Describe how electronic communication is used in the workplace** BM7.6

---

**7.7 Format communications for the purpose, audience, and medium/media** BM7.7

---

**7.8 Use editing and proofing skills and check spelling when reviewing communications** BM7.8

---

**7.9 Explain options for virtual engagements** BM7.9

---

**7.10 Explain how intellectual property can be violated through email** BM7.10

---

**7.11 Describe the importance of business communications such as reports, charts, and narratives on the success of an organization** BM7.11

---

**7.12 Describe the role of networking and relationships in the success of an organization** BM7.12

---