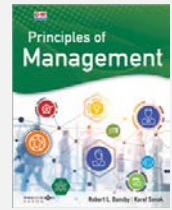
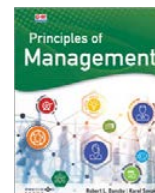


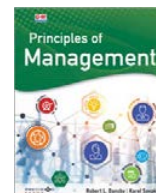
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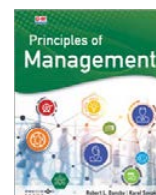
Standards	Correlating Text Pages
A. SAFETY	
Effective professionals know the academic subject matter, including safety as required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in any program of study.	
1. Review school safety policies and procedures.	123-125 128 Apply Your Knowledge #9
2. Review classroom safety rules and procedures.	123-125 128 Apply Your Knowledge #9
3. Review safety procedures for using equipment in the classroom.	123 Accidents 128 Apply Your Knowledge #8
4. Identify major causes of work-related accidents in office environments.	123 Accidents 128 Apply Your Knowledge #8
5. Demonstrate safety skills in an office/work environment.	123 Accidents 128 Apply Your Knowledge #8
B. STUDENT ORGANIZATIONS	
Effective professionals know the academic subject matter, including professional development, required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are	
1. identify the purpose and goals of a Career and Technology Student Organization (CTSO).	343–344 Career and Technical Student Organizations 344 Check Your Understanding #5 353 Review Your Knowledge #5 355 Teamwork
2. Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.	343–344 Career and Technical Student Organizations 344 Check Your Understanding #5 353 Review Your Knowledge #5 355 Teamwork All Event Prep CTSO activities
3. Explain the benefits and responsibilities of being a member of a CTSO.	343–344 Career and Technical Student Organizations 344 Check Your Understanding #5 353 Review Your Knowledge #5 355 Teamwork All Event Prep CTSO activities
4. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.	343–344 Career and Technical Student Organizations 344 Check Your Understanding #5 353 Review Your Knowledge #5 355 Teamwork



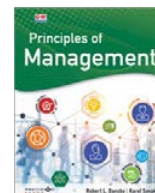
Standards	Correlating Text Pages
5. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.	343–344 Career and Technical Student Organizations 344 Check Your Understanding #5 353 Review Your Knowledge #5 355 Teamwork
C. TECHNOLOGY KNOWLEDGE	
Effective professionals know the academic subject matter, including the ethical use of technology as needed in their role. The following accountability criteria are considered essential for students in any program of study.	
1. Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.	13, 58-59 67 Employability Skills: Netiquette 117
2. Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.	67 Employability Skills: Netiquette 380–381 Digital Communication 390 Review Your Knowledge #1–3 392 Teamwork
3. Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.	378–389 Chapter 21 Digital Citizenship 390–391 Review Your Knowledge #1–10 391 Apply Your Knowledge #1–10
4. Explain the consequences of social, illegal, and unethical uses of technology(e.g., piracy; cyberbullying; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).	381–384 Intellectual Property 384 Check Your Understanding #3 386 Hacking 386 Phishing 387–388 Malware 391 Review Your Knowledge #7, 9 391 Apply Your Knowledge #5 392 Internet Research: Copyright
5. Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, documents, video, sounds, music, trademarks, and other elements for personal use.	381–384 Intellectual Property 390 Review Your Knowledge #4 391 Apply Your Knowledge #5 392 Internet Research: Copyright
6. Describe ethical and legal practices of safeguarding the confidentiality of business-related information.	85 Code of Ethics, fourth bullet, Honoring Confidentiality 195 Data Security 195 Check Your Understanding #5 198 Internet Research: Data Security 385 Acceptable Internet Use 390 Review Your Knowledge #6 391 Apply Your Knowledge #7
7. Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.	194–195 Information Technology Control 197 Review Your Knowledge #10 305–306 Cybersecurity Risk Management 309 Review Your Knowledge #8 385–388 Online Risks 388–389 Digital Security



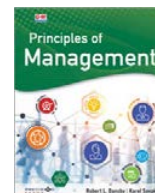
Standards	Correlating Text Pages
	391 Review Your Knowledge #7–10
D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS	
Effective professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.	
1. Demonstrate punctuality.	7 Employability Skills: Soft Skills 336-338
2. Demonstrate self-representation.	13-14 27 Employability Skills: Professionalism
3. Demonstrate work ethic.	13-14, 85, 114-115
4. Demonstrate respect.	13-14, 114-115, 209-210
5. Demonstrate time management.	13-14, 172
6. Demonstrate integrity.	13-14 333 Case Study: Truthfulness
7. Demonstrate leadership.	130-139 131 Case Study: Leadership 142 Employability Skills: Leadership
8. Demonstrate teamwork and collaboration.	114-115, 128-139
9. Demonstrate conflict resolution.	8, 13, 14, 114-115, 209-210
10. Demonstrate perseverance.	8, 13, 14 115 Employability Skills: Resilience
11. Demonstrate commitment.	8, 13, 14 37 Case Study: Persistence
12. Demonstrate a healthy view of competition.	209-210
13. Demonstrate a global perspective.	269-270
14. Demonstrate health and fitness.	336
15. Demonstrate self-direction.	8, 13, 14 224 Employability Skills: Self-Confidence 284, 339-341,
16. Demonstrate lifelong learning.	336, 347
E. PROFESSIONAL KNOWLEDGE	
Effective professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.	
1. Demonstrate effective speaking and listening skills.	301 Employability Skills: Polite Language 386



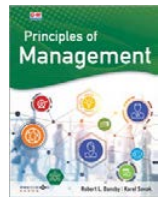
Standards		Correlating Text Pages
2. Demonstrate effective reading and writing skills.		336
3. Demonstrate mathematical reasoning.		8, 15, 336
4. Demonstrate job-specific mathematics skills.		8, 15, 336
5. Demonstrate critical-thinking and problem-solving skills.		8, 14, 336
6. Demonstrate creativity and resourcefulness.		14, 336
7. Demonstrate an understanding of business ethics.		13 Ethics: Ethical Management 14, 120, 336
8. Demonstrate confidentiality.		8, 14, 336
9. Demonstrate an understanding of workplace structures, organizations, systems, and climates.		14, 168-171, 336
10. Demonstrate diversity awareness.		7 Employability Skills: Soft Skills 270
11. Demonstrate job acquisition and advancement skills.		8, 14, 358-373
12. Demonstrate task management skills.		8, 13, 14, 172, 336
13. Demonstrate customer-service skills.		8, 13, 14, 336
F. CHARACTERISTICS OF BUSINESS		
Effective business professionals demonstrate an understanding of business and its different forms as needed in their role. The following accountability criteria are considered essential for students in all Business programs of study.		
1. Define basic business terms.		222–224 Functions of Business 227 Check Your Understanding #2 239 Review Your Knowledge #2
2. Research the nature of business activities, i.e. production, marketing, finance.		222–224 Functions of Business 227 Check Your Understanding #2 239 Review Your Knowledge #2
3. Compare and contrast the four general types of businesses, i.e. retail, wholesale, manufacturing, and service.		224–225 Business Types 239 Review Your Knowledge #3
4. Analyze how social, economic, and technological trends affect business.		117 Change Management, 2 nd column, paragraph 1 127 Review Your Knowledge #4
5. Identify basic business ownership, i.e. sole proprietorship, partnership, and corporation.		224–225 Business Types 239 Review Your Knowledge #3
6. Identify variations of ownership forms, i.e. franchise, limited partnership, Limited Liability Company, S Corporation, and C Corporation.		224–225 Business Types 239 Review Your Knowledge #3



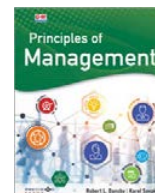
Standards	Correlating Text Pages
G. SOCIAL AND ETHICAL ENVIRONMENT OF BUSINESS	
Effective business professionals demonstrate an understanding of the social and ethical environment in which businesses operate as needed in their role. The following accountability criteria are considered essential for students in all Business programs of study.	
1. Describe the changing nature of the U. S. population and how it impacts businesses.	252 Labor 255 Check Your Understanding #3 257 Apply Your Knowledge #9
2. Analyze workplace diversity and its impact on business practices.	232 Environmental Protection 233 Check Your Understanding #5 236 Environment 236–237 Sustainability 237 Check Your Understanding #5
3. Research issues that businesses face with the U.S. labor force, i.e. skill sets, training, attrition and retention, and present findings.	252 Labor 255 Check Your Understanding #3 257 Apply Your Knowledge #9
4. Assess how businesses have adapted to changing values.	116 Adaptive Organization 117 Change Management 127 Review Your Knowledge #2, 4 128 Internet Research: Adaptive Organization
5. Evaluate the need for a business to grow and the resulting positive and negative impact on the community and natural environment.	232 Environmental Protection 233 Check Your Understanding #5 236 Environment 236–237 Sustainability 237 Check Your Understanding #5
6. Define the term “corporate culture” and analyze how it drives business practices.	83 Corporate Social Responsibility, paragraph 1 87 Build Your Vocabulary 235 Social Responsibility of Business, paragraph 1 239 Review Your Knowledge #9 239 Apply Your Knowledge # 8, 10 240 Portfolio Development: Social Responsibility
7. Debate how personal ethics and business ethics conflict in business.	85 Code of Ethics 86 Code of Conduct, paragraph 1 87 Check Your Understanding #4 90 Communication Skills: Speaking 90 Internet Research: Ethical Workplace Behavior
8. Recommend ways in which businesses can be socially responsible.	83 Corporate Social Responsibility, paragraph 1 87 Build Your Vocabulary 235 Social Responsibility of Business, paragraph 1 239 Review Your Knowledge #9 239 Apply Your Knowledge # 8, 10 240 Portfolio Development: Social Responsibility



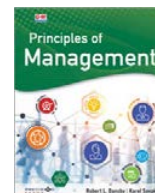
Standards	Correlating Text Pages
9. Create a mission statement and code of ethics for a simulated business.	85 Code of Ethics 86 Code of Conduct, paragraph 1 87 Check Your Understanding #4 90 Communication Skills: Speaking 90 Internet Research: Ethical Workplace Behavior
H. ECONOMIC ENVIRONMENT OF BUSINESS	
Effective business professionals demonstrate an understanding of the economic environment in which businesses operate as needed in their role. The following accountability criteria are considered essential for students in all Business programs of study.	
1. Define basic economic terms.	245–246 Factors of Production 247–248 Supply and Demand 257 Review Your Knowledge #4 257 Apply Your Knowledge #2, 4
2. Compare and contrast different types of economic systems.	245–246 Factors of Production 247–248 Supply and Demand 257 Review Your Knowledge #4 257 Apply Your Knowledge #2, 4
3. Critique the impact of a country's economic-political system on a business' decision to invest or trade.	244–245 Economic Environment 257 Apply Your Knowledge #1 267 Political Environment 271 Check Your Understanding #2
4. Analyze the role capital formation plays in an economy.	246–247 Economic Systems 257 Review Your Knowledge #3
5. Compare and contrast how prices are set among different types of economic systems,(e.g., supply and demand).	247–248 Supply and Demand 247 Figure 14-2 Supply and Demand 267 Review Your Knowledge #4
6. Explain how economic growth is measured, i.e. Consumer Price Index and GDP.	250–252 Economic Indicators 255 Check Your Understanding #1–3 257 Review Your Knowledge #7–8
7. Analyze the role of government to promote or correct economic conditions.	245–246 Factors of Production 250–252 Economic Indicators 254–255 Correcting Economic Problems 255 Check Your Understanding #5 257 Review Your Knowledge #7, 10 257 Apply Your Knowledge #2
I. INTERNATIONAL ENVIRONMENT OF BUSINESS	
Effective business professionals demonstrate an understanding of the international environment in which businesses operate as needed in their role. The following accountability criteria are considered essential for students in all Business programs of study.	
1. Define terms related to international business.	262–263 Globalization 266 Check Your Understanding #1 273 Review Your Knowledge #1



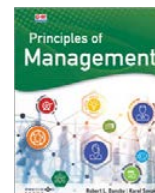
Standards	Correlating Text Pages
2. Differentiate between the nature, growth, and importance of international trade and investment in a global economy.	262–263 Globalization 266 Check Your Understanding #1 273 Review Your Knowledge #1
3. Distinguish between the different forms through which international business is conducted, i.e. licensing technology, importing/exporting, and multinational firms.	263–264 Entering International Trade 273 Review Your Knowledge #3
4. Discuss the concepts of balance of trade and balance of payments and their impact on business.	262–263 Exporting and Importing 273 Apply Your Knowledge #3 274 Teamwork
J. FORMS OF BUSINESS OWNERSHIP	
Effective business professionals demonstrate an understanding of the different forms of businesses as needed in their role. The following accountability criteria are considered essential for students in all Business programs of study.	
1. Analyze the advantages and disadvantages of different forms of business ownerships, i.e. proprietorship, partnership, and corporation.	225 Sole Proprietorship 239 Review Your Knowledge #4 266 Partnership 281 Figure 16-1 Types of Businesses 281–282 Startup Strategies 288 Organizing Function 293 Review Your Knowledge #2–#3, #7
2. Describe the types of businesses suited to each form of ownership.	76 Organizational Structure 77 Organizational Design 89 Review Your Knowledge #1
3. Describe how a corporation is formed and organized.	76 Organizational Structure 77 Organizational Design 89 Review Your Knowledge #1 239 Apply Your Knowledge #4 266 Corporation
4. Analyze the basic business structures between unincorporated and incorporated companies.	281 Startup 281 Figure 16-1 Types of Businesses 281–282 Startup Strategies 293 Review Your Knowledge #2–3
5. Justify the rationale for the selection of a specialized form of corporation, i.e. S Corporation, C Corporation, LLC, and non-profit.	225 Sole Proprietorship 239 Review Your Knowledge #4 288 Organizing Function 293 Review Your Knowledge #7



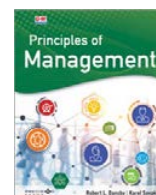
Standards		Correlating Text Pages
K. LEGAL ASPECTS OF BUSINESS		
Effective business professionals demonstrate an understanding of the legal aspects involved in business as needed in their role. The following accountability criteria are considered essential for students in all Business programs of study.		
1. Define legal terms used in business.		229–230 Fair Competition 239 Review Your Knowledge #6
2. Analyze various laws regulating businesses.		229–230 Fair Competition 233 Check Your Understanding #3 239 Review Your Knowledge #6
3. Explain how federal laws help regulate monopolies and promote fair competition.		232–233 Zoning and Building Codes 239 Review Your Knowledge #6
4. Research and present the benefits of patent, copyright, and trademark protection laws.		287 Trademark Protection 381–384 Intellectual Property 390 Review Your Knowledge #4
5. Describe the ways in which government regulations protect consumers.		230 E-Commerce 230 E-Commerce Laws 239 Review Your Knowledge #6
6. Describe three methods used by state and local governments to regulate businesses.		232–233 Zoning and Building Codes 239 Review Your Knowledge #6
7. Analyze the types of taxation on a business to determine if they are progressive, proportional, or regressive.		231 Finance 231 Figure 13-3 Finance Laws 233 Check Your Understanding #4 239 Review Your Knowledge #6 286 Federal Employer Identification Number (EIN)
8. Explain how taxation impacts businesses and consumers.		231 Finance 231 Figure 13-3 Finance Laws 233 Check Your Understanding #4 239 Review Your Knowledge #6 286 Federal Employer Identification Number (EIN)
L. ORGANIZATIONAL COMMUNICATIONS		
Effective business professionals demonstrate an understanding of effective organizational communications as needed in their role. The following accountability criteria are considered essential for students in all Business programs of study.		
1. Analyze the communication process and barriers to effective communication.		151–152 Communication Process 154–155 Barriers to Effective Communication 155 Check Your Understanding #2, 4–5 163 Review Your Knowledge #2, 5
2. Describe various communication channels.		152–154 Types of Communication 155 Check Your Understanding #3 163 Review Your Knowledge #4



Standards	Correlating Text Pages
3. Explain the significance of corporate culture and how it influences formal and informal communication networks.	156–157 Formal Communication 157 Figure 9-3 Formal Communication 157 Information Communication 163 Review Your Knowledge #7 163 Apply Your Knowledge #7
4. Identify and demonstrate the characteristics of conducting an effective business meeting.	138–139 Leaders Create Effective Teams 139 Figure 8-3 Guidelines for Effective Meetings 147 Event Prep: Parliamentary Procedure
5. Role-play different ways to resolve communication conflicts and barriers that can occur from cross-cultural communications.	117 Change Management, 2 nd column, 2 nd paragraph 142-143 Conflict Resolution 143 Figure 8-5 Conflict-Resolution Model 143 Check Your Understanding #4–5 145 Review Your Knowledge #10 146 Apply Your Knowledge #10 157-158 Communication Plan 158 Figure 9-4 Communication Plan 163 Review Your Knowledge #5 164 Internet Research: Communication Plan
M. MANAGEMENT FUNCTIONS AND DECISION MAKING	
Effective business professionals demonstrate an understanding of management functions and effective decision making which is needed in their role. The following accountability criteria are considered essential for students in all Business programs of study.	
1. Describe the management process and examine the functions of management (planning, organizing, leading, and controlling).	6 Management Overview 8 Functions of Management 10 Build Your Vocabulary 17 Review Your Knowledge #2
2. Summarize characteristics of, and distinguish between, different management theories, i.e. Scientific Management, Total Quality Management (TQM), Ouchi's Theory Z, Six Sigma, etc.	8–10 Levels of Management 10 Check Your Understanding #5 17 Review Your Knowledge #3–5
3. Discuss ways that businesses can improve the skills of supervisors and employees.	98–99 Training and Development 103 Ongoing Training 104 Check Your Understanding #4 109 Review Your Knowledge #4 109 Apply Your Knowledge #4
4. Explain how management information systems and business research help managers with planning and controlling various business activities.	42 Research 43–44 Data Analysis 53 Review Your Knowledge #4–5 58–60 Management Information for Planning Purposes 63 Check Your Understanding #1–2 68 Review Your Knowledge #2, 4

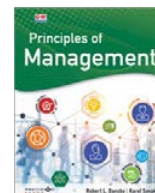


Standards	Correlating Text Pages
5. Analyze and apply various problem-solving methods to support a decision,(e.g., SWOT, cost/benefit, 4-step problem-solving process.	65–66 Systematic Decision-Making 68 Review Your Knowledge #8 69 Apply Your Knowledge #8
6. Interpret the data shown on various financial statements (e.g., income statement, balance sheet, cash flow statement, statement of net worth) to make managerial decisions.	42 Research 43–44 Data Analysis 53 Review Your Knowledge #4–5 58–60 Management Information for Planning Purposes 63 Check Your Understanding #1–2 68 Review Your Knowledge #2, 4
N. THE MANAGER AS LEADER	
Effective business professionals demonstrate effective leadership skills as needed in their role. The following accountability criteria are considered essential for students in all Business programs of study.	
1. Differentiate between power, authority, and leadership.	134–139 Section 8.1 Importance of Leading 139 Check Your Understanding #1–5 145 Review Your Knowledge #1–6 168 Soft Skills 168–171 Section 10.1 Human Relations 171 Check Your Understanding #1–5 177 Review Your Knowledge #1–5
2. Contrast characteristics between effective and ineffective leaders.	134 Leading Function 134 Figure 8-1 Traits of Effective Leaders 135 Types of Power 139 Check Your Understanding #3 146 Internet Research: Leadership Traits and Famous Leaders
3. Brainstorm ways in which a leader demonstrates important human relations skills and social responsibility.	134–139 Section 8.1 Importance of Leading 139 Check Your Understanding #1–5 145 Review Your Knowledge #1–6 168 Soft Skills 168–171 Section 10.1 Human Relations 171 Check Your Understanding #1–5 177 Review Your Knowledge #1–5
4. Describe four types of power available to leaders, i.e. position, reward, identify, and expert.	135 Types of Power 139 Check Your Understanding #3
5. Discuss why businesses value leadership skills of managers and employees.	134–139 Section 8.1 Importance of Leading 139 Check Your Understanding #1–5 145 Review Your Knowledge #1–6 168 Soft Skills
6. Given various scenarios or situations, determine personal leadership style demonstrated and evaluate its effectiveness.	141 Management Style 143 Check Your Understanding #2 145 Review Your Knowledge #8
7. Describe three views of employees that affect the amount of management supervision.	140–141 Leadership Style 145 Review Your Knowledge # 7



Standards	Correlating Text Pages
8. Recognize when and how to deal with the personal problems of employees.	141–142 Difficult People 145 Review Your Knowledge #9 146 Apply Your Knowledge #9
9. Discuss why work rules are needed in organizations and how managers should respond to employee rules violations.	114–115 Workplace Rules 118 Check Your Understanding #1 127 Apply Your Knowledge # 1
10. Given various scenarios or situations, apply various team building techniques to accomplish goals,(e.g., consensus building, negotiation, motivation, to encourage teamwork)	115 Workplace Rule Violations 118 Check Your Understanding #2 128 Apply Your Knowledge #8
O. THE PLANNING FUNCTION	
Effective business professionals demonstrate an understanding of the planning function as needed in their role. The following accountability criteria are considered essential for students in all Business programs of study.	
1. Explain the necessity of proper planning for business success.	8 Functions of Management, first bullet 40 Planning Function 10 Build Your Vocabulary 44 Check Your Understanding #1 53 Review Your Knowledge #1
2. Differentiate between strategic and operational planning.	42 Types of Plans, 1 st and 3 rd bullet 45 Strategic Planning Process, first paragraph 49 Operational Plans, first and 22 nd paragraphs 53 Apply Your Knowledge #3
3. Identify the characteristics of effective goals, i.e. SMART.	40–41 Establishing Goals 44 Check Your Understanding #2 46–47 Establish Organizational Goals 53 Review Your Knowledge #2
4. Describe factors or tools that managers should consider when organizing or planning work.	47–48 Conduct a Situation Analysis 53 Apply Your Knowledge #7 66–67 Decision-Making Tools 68 Review Your Knowledge #9–10
5. Describe the strengths and weaknesses of four types of organizational structures.	79–80 Line Structure 80 Line-and-Staff Structure 80–81 Matrix Structure 81 Team Structure 90 Teamwork
6. Analyze how the characteristics of a good organization lead to a more effective and efficient work environment.	76 Organizational Structure 77 Organizational Design 89 Review Your Knowledge #1 116 Adaptive Organization 128 Internet Research: Adaptive Organization
7. Discuss ways in which businesses can improve their business practices and activities.	116–117 Organizational Change 127 Review Your Knowledge #3

Standards		Correlating Text Pages	
P. IMPLEMENTING AND CONTROLLING			
Effective business professionals demonstrate an understanding of the implementing and controlling functions as needed in their role. The following accountability criteria are considered essential for students in all Business programs of study.			
1. Recognize problems that can occur when plans are implemented and identify steps managers should follow when making changes.		117 Change Management 117–118 Grievances 127 Review Your Knowledge #4–5 127 Apply Your Knowledge #5	
2. Identify important implementation activities performed by managers, i.e. working in teams, employee motivation, and effective communications.		86 Code of Conduct, paragraph 1 87 Check Your Understanding #4 90 Communication Skills: Speaking 117 Change Management, 2 nd column, paragraph 1 127 Review Your Knowledge #4 185 Set Standards, paragraph 1 197 Review Your Knowledge #2	
3. Describe the main points of three theories of motivation.		137–138 Theories of Motivation 145 Review Your Knowledge #5	
4. List the three basic steps in the controlling function, i.e. establishing the four types of standards, measuring and comparing performance against standards, and taking corrective action when performance falls short.		116–117 Organizational Change 117 Change Management 127 Review Your Knowledge #3–4	
5. Analyze various factors which can affect cost in businesses operations and how they can be controlled.		185 Controlling Function, last paragraph and bulleted list 185 Figure 11-1 Control Process 188 Check Your Understanding #2 197 Review Your Knowledge #1	
Q. MANAGING HUMAN RESOURCES			
Effective business professionals demonstrate an understanding of the importance of human resource management as needed in business. The following accountability criteria are considered essential for students in all Business programs of study.			
1. Identify and describe each of the major human resources ‘activities.		94 Figure 6-1 Human Resources Management (HRM) 95 Human Resources Planning 101 Check Your Understanding #1 109 Review Your Knowledge #1	
2. Analyze the role of ethics in human resource management and identify the reasons why it is important to business and employees.		94–95 Staffing Function 94 Figure 6-1 Human Resources Management (HRM) 101 Check Your Understanding #1 109 Review Your Knowledge #1	
3. Describe the steps a business should follow to hire employees.		96–98 Recruitment 101 Check Your Understanding #2–3 109 Review Your Knowledge #3	



Standards	Correlating Text Pages
4. Determine what constitutes poor performance on the job, including but not limited to, attendance issues, failure to meet work quotas, and unethical behavior.	106 Performance Management, 1 st column, paragraph 2 106 Employee Turnover 106–107 Termination of Employees 109 Review Your Knowledge #8–10 110 Internet Research, Downsizing
5. Discuss effective procedures for promoting, transferring, and discharging employees.	106 Performance Management, first column, paragraph 2 106 Employee Turnover 106–107 Termination of Employees 109 Review Your Knowledge #8–10 110 Internet Research, Downsizing
6. Analyze various state and federal employment legislation that protect employees and employee information.	119–124 Section 7.2 Employment Laws 125 Check Your Understanding #1–5 127 Review Your Knowledge #6–8
7. Analyze discrimination and the steps that government and businesses have taken to remove discrimination in employment opportunities.	120–121 Workplace Discrimination 121 Figure 7-3 Equal Employment Opportunity Laws 125 Check Your Understanding #4 128 Apply Your Knowledge #7
R. CAREER DEVELOPMENT	
Effective business professionals demonstrate appropriate career development skills as needed in business. The following accountability criteria are considered essential for students in all Business programs of study.	
1. Complete various self-assessments to determine career interests, leadership styles, strengths, and areas of improvement.	339-340
2. Establish and monitor progress of effective goals for personal growth over a period of time.	338-343
3. Research the job market and specific potential employers using personal and electronic networks.	345-351
4. Compose a cover letter/envelope, resume'(print and scannable), and follow-up letter.	358-365
5. Complete an employment application form.	96, 360
6. Differentiate among business attire (e.g., casual, business-casual, professional business, and formal attire) and select correct attire for specific situations.	366-367 367 Figure 20-4 Appropriate Attire for an Interview
7. Role-play job interviews and demonstrate appropriate nonverbal and verbal communication.	367-370