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Principles of Management, 2e, **Dansby/Sovak**

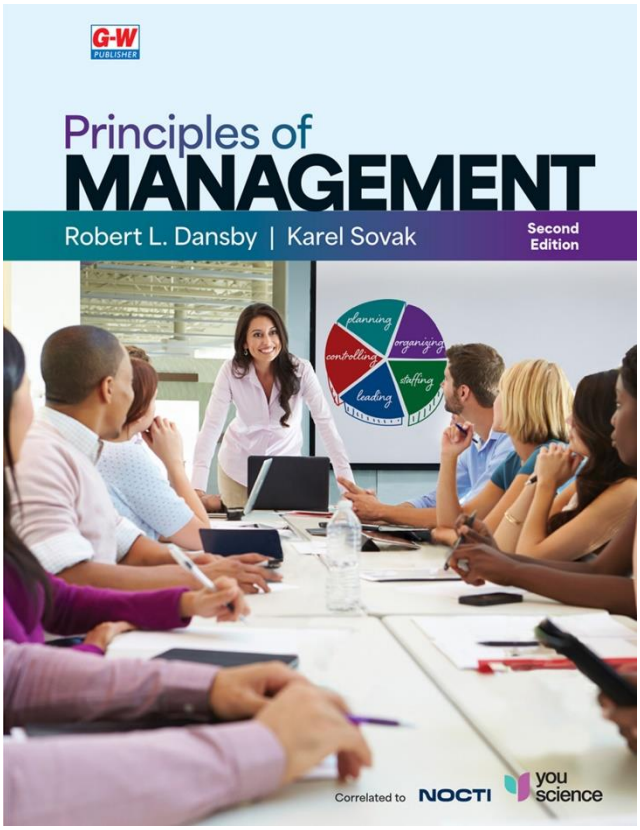
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to

NOCTI General Management

Principles of Management presents a comprehensive framework to learn about the five basic functions of management: planning, organizing, staffing, leading, and controlling. Students will learn about the responsibilities and rewards of being a manager for a profit or not-for-profit organization. The importance of managerial soft skills is also emphasized. As students explore and discover principles of management in the workplace, they will learn lifelong skills to help them become productive workers.

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Standards / Objectives / Indicators	Textbook Pages
Business Management Technical Skills	
Define and differentiate among various types of businesses (e.g., corporation, limited liability, partnership)	**Instruction:** Pg. 223-224 Business Organization **Application:** Pg. 224 Check Your Understanding #5 Pg. 237 Review Your Knowledge #4 Pg. 237 Apply Your Knowledge #4

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Use planning tools to guide and manage an organization's business activities	**Instruction:** Pg. 46-47 Conduct a Situation Analysis Pg. 49-50 Schedules Pg. 65-67 Decision-Making Tools **Application:** Pg. 53 Apply Your Knowledge #9 Pg. 67 Check Your Understanding #4, 5 Pg. 68 Review Your Knowledge #9 Pg. 69 Apply Your Knowledge #9
Apply marketing techniques to foster business growth	**Instruction:** Pg. 312-317 Section 18.1 Introduction to Marketing Pg. 322-324 New-Product Development **Application:** Pg. 317 Check Your Understanding #1-5 Pg. 325 Check Your Understanding #4 Pg. 327 Review Your Knowledge #1, 3, 8 Pg. 327 Apply Your Knowledge #1-10 Pg. 328 Internet Research (Pricing Strategy, Marketing in a Global Economy)
Plan and evaluate the use of financial resources to effectively manage a business	**Instruction:** Pg. 61-63 Budgets Pg. 189-191 Financial Controls **Application:** Pg. 63 Check Your Understanding #5 Pg. 68 Review Your Knowledge #6 Pg. 69 Apply Your Knowledge #4, 5 Pg. 193 Check Your Understanding #3, 4 Pg. 195 Review Your Knowledge #8, 9 Pg. 195 Apply Your Knowledge #8
Demonstrate understanding of doing business in a global environment	**Instruction:** Pg. 265-266 Global Environment **Application:** Pg. 269 Check Your Understanding #1, 2 Pg. 271, Review Your Knowledge #6, 7 Pg. 271 Apply Your Knowledge #6, 7 Pg. 272 Internet Research (Global Environment)
General Management	

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Supervise, direct, motivate, and evaluate employees	**Instruction:** Pg. 9-10 Supervisory Management Pg. 101 Performance Management Pg. 130 Leading Function Pg. 132-133 Leaders Empower Employees, Leaders Motivate Others **Application:** Pg. 103 Check Your Understanding #1 Pg. 105 Review Your Knowledge #8 Pg. 106 Apply Your Knowledge #8 Pg. 106 Teamwork Pg. 134 Check Your Understanding #5 Pg. 143 Review Your Knowledge #1, 3, 4 Pg. 143 Apply Your Knowledge #1, 4 Pg. 144 Teamwork
Develop, implement, and monitor tactical/strategic plans to manage growth, meet goals, and organizational needs	**Instruction:** Pg. 40-42 Planning Function, Establishing Goals, Types of Plans Pg. 45-50 Section 3.2 Developing Plans **Application:** Pg. 44 Check Your Understanding #2, 3 Pg. 51 Check Your Understanding #1, 5 Pg. 53 Review Your Knowledge #1-3, 6, 8, 9, 10 Pg. 53 Apply Your Knowledge #8
Facilitate change and implement improvement processes to optimize organizational effectiveness	**Instruction:** Pg. 28 Quantitative Approach Pg. 112-113 Organizational Change, Change Management **Application:** Pg. 33 Review Your Knowledge #6 Pg. 114 Check Your Understanding #4 Pg. 123 Review Your Knowledge #3, 4
Manage projects, staff schedules, and departmental budgets	**Instruction:** Pg. 79 Matrix Structure **Application:** Pg. 87 Review Your Knowledge #5
Academic Foundations	

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Apply reading skills in a business environment	**Instruction:** Pg. 157 Reading **Application:** Pg. 18, 34, 54, 88, 106, 124, 162, 196, 214, 238, 256, 272, 308, 328, 352, 390 Communication Skills (Reading)
Apply writing skills in a business environment	**Instruction:** Pg. 150 Written Communication Pg. 159 Write Clearly **Application:** Pg. 18, 34, 69, 88, 106, 144, 162, 176, 196, 214, 238, 256, 292, 308, 328, 352, 374, 390 Communication Skills (Writing)
Apply mathematical skills in a business environment	**Instruction:** Pg. 61-63 Budgets Pg. 189-191 Financial Ratio Analysis Pg. 283-284 Return on Investment Pg. 314-315 Price Pg. 315 You Do the Math: Connections: Break-Even Point **Application:** Pg. 63 Check Your Understanding #5 Pg. 193 Check Your Understanding #4 Pg. 195 Review Your Knowledge #8, 9 Pg. 195 Apply Your Knowledge #8 Pg. 285 Check Your Understanding #4 Pg. 10, 24, 51, 66, 84, 99, 119, 137, 152, 173, 192, 211, 230, 252, 269, 288, 298, 315, 348, 369, 387 You Do the Math
Apply economic skills in a business environment	**Instruction:** Pg. 242-252 Chapter 14 Managing in the Economic Environment **Application:** Pg. 247 Check Your Understanding #2, 4, 5 Pg. 253 Check Your Understanding #1-5 Pg. 255 Review Your Knowledge #3, 5-10 Pg. 255 Apply Your Knowledge #1-10 Pg. 256 Internet Research (Economic Indicators)
Systems	

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Demonstrate understanding of the role of government and other regulatory bodies in business	**Instruction:** Pg. 226-229 US Laws Pg. 244-245 Economic Systems Pg. 251-252 Correcting Economic Problems **Application:** Pg. 230 Check Your Understanding #3, 4 Pg. 237 Review Your Knowledge #6 Pg. 237 Apply Your Knowledge #6 Pg. 238 Teamwork Pg. 247 Check Your Understanding #3 Pg. 253 Check Your Understanding #5 Pg. 255 Review Your Knowledge #4, 10 Pg. 255 Apply Your Knowledge #3, 10 Pg. 256 Internet Research (Economic Recession and Depression)
Demonstrate understanding of company hierarchies and roles within company structures	**Instruction:** Pg. 25 Bureaucratic Management, Pg. 26 Figure 2-4 Pg. 76 Organizing Function Pg. 77 Figure 5-1 Pg. 78-80 Chain of Command Pg. 79-80 Figure 5-2, Figure 5-3, Figure 5-4 Pg. 80-81 Span of Control Pg. 112 Organizational Structure **Application:** Pg. 81 Check Your Understanding #1, 4, 5 Pg. 87 Review Your Knowledge #1, 4, 6 Pg. 87 Apply Your Knowledge #4, 5
Ethics and Legal Responsibilities	

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Apply business laws and regulations to business situations	**Instruction:** Pg. 115-119 Section 7.2 Employment Laws, Figure 7-2, Figure 7-3 Pg. 226-229 US Laws, Legal Procedure, Figure 13-2, Figure 13-3, Figure 13-4 Pg. 262-264 Regulations Pg. 268 Labor Laws, Legal Documents Pg. 284-285 Legal Considerations **Application:** Pg. 121 Check Your Understanding #1-5 Pg. 124 Review Your Knowledge #6-8 Pg. 124 Internet Research (Federal Labor Legislation) Pg. 230 Check Your Understanding #3-5 Pg. 237 Review Your Knowledge #6, 7 Pg. 237 Apply Your Knowledge #6 Pg. 238 Teamwork Pg. 264 Check Your Understanding #4, 5 Pg. 269 Check Your Understanding #5 Pg. 271 Review Your Knowledge #4 Pg. 271 Apply Your Knowledge #5 Pg. 285 Check Your Understanding #5 Pg. 291 Review Your Knowledge #6
Exhibit ethical standards in conducting business negotiations and making business decisions	**Instruction:** Pg. 83-84 Creating an Ethical Culture Pg. 154 Communication Management Pg. 378-382 Digital Citizenship, Intellectual Property **Application:** Pg. 85 Check Your Understanding #3, 4 Pg. 87 Review Your Knowledge #9 Pg. 88 Internet Research (Ethical Workplace Behavior, Contemporary Ethics Cases) Pg. 161 Apply Your Knowledge #6 Pg. 382 Check Your Understanding #3 Pg. 389 Apply Your Knowledge #2 Pg. 390 Internet Research (Copyright)
Communications	

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Locate, organize, and reference written information from reliable sources to communicate with coworkers and clients	**Instruction:** Pg. 42 Research Pg. 58-60 Management Information for Planning Purposes Pg. 392-405 Appendix: Writing a Management Report **Application:** Pg. 63 Check Your Understanding #2, 3 Pg. 68 Review Your Knowledge #2, 4
Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences	**Instruction:** Pg. 148-149 Forms of Communication Pg. 150-151 Visual Communication Pg. 154-155 Formal Communication, Informal Communication Pg. 155-156 Communication Plan **Application:** Pg. 161 Apply Your Knowledge #1 Pg. 163 CTSOs Event Prep: Communication Skills Pg. 292 Communications Skills (Speaking)
Apply listening skills and interpret verbal and nonverbal behaviors to enhance communication with coworkers and clients	**Instruction:** Pg. 150-151 Types of Communication Pg. 156-159 Communication Competence, Communicating in a Diverse Workplace **Application:** Pg. 153 Check Your Understanding #5 Pg. 159 Check Your Understanding #3, 4, 5 Pg. 161 Review Your Knowledge #4 Pg. 161 Apply Your Knowledge #8 Pg. 18, 54, 70, 106, 124, 144, 162, 176, 272, 292, 308, 374 Communication Skills (Listening)
Information Technology Applications	
Use software such as word processors and spreadsheets to perform common business applications	**Instruction:** Pg. 12 Embrace Technology **Application:** Pg. 18 Internet Research (21st Century Manager) Pg. 70-71, 89, 390 Portfolio Development

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Use software such as databases to track and maintain business information	**Instruction:** Pg. 58-60 Management Information for Planning Purposes **Application:** Pg. 63 Check Your Understanding #1, 2 Pg. 68 Review Your Knowledge #2 Pg. 70 Internet Research (Management Information System)
Use social media and mobile technology appropriately	**Instruction:** Pg. 12 Embrace Technology Pg. 378-379 Digital Communication Pg. 383-387 Section 21.2 Internet Use in the Workplace **Application:** Pg. 18 Internet Research (21st Century Manager) Pg. 382 Check Your Understanding #1, 2 Pg. 387 Check Your Understanding #1-5 Pg. 388-389 Review Your Knowledge #1-3, 6-10 Pg. 389 Apply Your Knowledge #1-4, 7-10 Pg. 390 Internet Research (Identity Theft) Pg. 390 Teamwork
Interpret and use tables and charts	**Instruction:** Pg. 49-50 Schedules, Figure 3-7 Pg. 60 Present data Pg. 288 You Do the Math: Communication and Representation: Circle Graph Pg. 348 You Do the Math: Communication and Representation: Line Graph **Application:** Pg. 53 Apply Your Knowledge #9 Pg. 69 Apply Your Knowledge #2 Pg. 288 You Do the Math: Communication and Representation: Circle Graph Pg. 348 You Do the Math: Communication and Representation: Line Graph
Problem Solving, Critical Thinking, and Decision Making	

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Use problem solving and critical thinking skills to locate good sources of information about problems and determine appropriate methods for investigating causes	**Instruction:** Pg. 42 Research Pg. 64-65 Systematic Decision-Making Pg. 157 Critical Thinking **Application:** Pg. 69 Apply Your Knowledge #8 Pg. 162 Internet Research (Critical Thinking) Pg. 292 Communication Skills (Writing)
Use problem solving and critical thinking skills to determine root causes of problems and suggest solutions	**Instruction:** Pg. 64-65 Systematic Decision-Making **Application:** Pg. 69 Apply Your Knowledge #8
Leadership and Teamwork	
Exhibit leadership practices to improve productivity and quality of the working environment	**Instruction:** Pg. 7 Delegation Pg. 139-140 Teams Pg. 201-202 Operations Manager **Application:** Pg. 17 Apply Your Knowledge #2 Pg. 18 Internet Research (Functions of Management) Pg. 143 Review Your Knowledge #3, 4, 10 Pg. 144 Apply Your Knowledge #9 Pg. 213 Review Your Knowledge #3
Work effectively in a team environment to accomplish company goals and improve quality of the working environment	**Instruction:** Pg. 79-80 Team Structure Pg. 139-141 Section 8.3 Effective Teams and Meetings Pg. 207-208 Quality Management **Application:** Pg. 141 Check Your Understanding #1-5 Pg. 143 Review Your Knowledge #10 Pg. 144 Apply Your Knowledge #9, 10 Pg. 211 Check Your Understanding #1 Pg. 213 Apply Your Knowledge #6
Safety, Health, and Environmental	
Identify and practice appropriate health and safety procedures for business occupations	**Instruction:** Pg. 118-121 Employee Health and Safety, Stress Management Pg. 120-121 Figure 7-4, Figure 7-5 **Application:** Pg. 121 Check Your Understanding #4, 5 Pg. 123 Review Your Knowledge #8-9

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Apply appropriate emergency procedures for business occupations	**Instruction:** Pg. 119 Emergency Procedures **Application:** Pg. 123 Review Your Knowledge #9 Pg. 124 Apply Your Knowledge #9
Employability and Career Development	
Demonstrate employability skills related to a career in business	**Instruction:** Pg. 156-159 Communication Competence, Communicating in a Diverse Workplace Pg. 166-173 Chapter 10 Soft Skills for Management Pg. 15, 29, 44, 65, 81, 100, 113, 136, 156, 168, 185, 203, 233, 245, 266, 284, 304, 317, 334, 371, 385 Employability Skills features **Application:** Pg. 159 Check Your Understanding #4 Pg. 161 Review Your Knowledge #9, 10 Pg. 161-162 Apply Your Knowledge #8, 9, 10 Pg. 169 Check Your Understanding #1-5 Pg. 173 Check Your Understanding #1-4 Pg. 175 Review Your Knowledge #1-9 Pg. 176 Communication Skills (Speaking) Pg. 176 Internet Research (Soft Skills) Pg. 176 Teamwork
Pursue career development skills to advance in business careers	**Instruction:** Pg. 334-341 Section 19.1 Choosing a Career Pg. 342-345 Education, Training, and Certification Pg. 346 College Access Pg. 356-363 Section 20.1 Resumes, Cover Letters, and Applications, Figure 20-1, Figure 20-2, Figure 20-3 Pg. 364-368 Preparing for Job Interview, After an Interview, Figure 20-4 **Application:** Pg. 341 Check Your Understanding #4, 5 Pg. 351 Review Your Knowledge #1-9 Pg. 351 Apply Your Knowledge #1, 3, 5 Pg. 352 Internet Research (Employment Opportunities, Career Match, Career Plan) Pg. 363 Check Your Understanding #1-5 Pg. 371 Check Your Understanding #2-4 Pg. 373 Review Your Knowledge #1-9 Pg. 373-374 Apply Your Knowledge #1-10 Pg. 374 Teamwork

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