Arizona CTE

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 affets 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 ad how they impact businesses BM1.11
	1.12 Describe a budget as a tool uswed for planning and ocntrolling 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 affet 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
	Describe factors that affect economic decision-making BM2.4

Skip to main content

	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 explian 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 mipact 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 mrket 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 ajob 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

Skip to main content

	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 performane 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 Explian the effects of a digital footprint on an individual and on an organization BM6.6
	6.7 Identify issues and regulations affgecting computers, other devices, the internet, and inforamtion privacy BM6.7
	6.8 Identify common computer threats BM6.8

Skip to main content

	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 ued in the workplace BM7.6
	7.7 Format communications for the purpsoe, 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 miportance 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 relatinoships in the success of an organization BM7.12