Arkansas CTE

Management (2025)

Determine and discuss the value of professionalism and involvement in professional, academic, and leadership activities. 1.0

1. **Recognize and discuss the academic and professional benefits of participating in a CTSO and professional organizations.** 1.1
    1. Research the Career and Technical Student Organizations (CTSO) and draw connections between participation and success. Identify and discuss successful professionals and their involvement in either FBLA or DECA. 1.1.1
    2. Discuss and evaluate CTSO activities which reinforce and connect real-world application to the curriculum taught in the classroom. 1.1.2
    3. Research CTSO competitive events and identify sources to help prepare for success in competitive events. 1.1.3
    4. Understand the importance of professional dress. Evaluate appropriate dress for different occupations and careers. 1.1.4
    5. Research professional organizations for management related careers and discuss the importance of membership and participation in professional organizations for career development and growth. 1.1.5
2. **Develop personal traits for success in management careers (soft skills).** 1.2
    1. Demonstrate effective communication skills. 1.2.1
    2. Comprehend and explain the importance of punctuality and attendance. 1.2.2
    3. Identify traits important to success such as initiative, positive attitude, enthusiasm, self-confidence, etc. 1.2.3
    4. Describe integrity, ethical leadership, and the importance of these on one's career and business success. Evaluate real-world scenarios and discuss the ethical considerations involved in those situations. 1.2.4
    5. Participate in team exercises modeled on projects that would require teamwork in the workplace. 1.2.5
    6. Participate in quarterly work skills evaluations. (Evaluations should be similar to employee performance reviews used in the workplace.) 1.2.6
3. **Understand, explain, and demonstrate the concept and importance of digital presence.** 1.3
    1. Compare and contrast positive and negative social media presence. 1.3.1
    2. Analyze one's current digital presence. 1.3.2
    3. Introduce the value of a digital portfolio. 1.3.3

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. **Develop a plan for marketing yourself.** 1.4

1. Create a letter of application, résumé and follow-up letter. 1.4.1
2. Complete an employment application. 1.4.2
3. Prepare for a job interview and participate in a mock interview. 1.4.3
4. Prepare, revise, and maintain a professional digital portfolio. 1.4.4

5. **Research, analyze, and describe management careers.** 1.5
   1. Research management careers and determine skills necessary for success in a variety of management related careers. 1.5.1
   2. Analyze personal interests and skills needed for success. 1.5.2
   3. Identify professional certifications available for various careers and levels of professionals in the management field. 1.5.3
   4. Identify steps in career planning. 1.5.4

Understand essential fundamentals pertaining to the environment of business management. 2.0

1. **Interpret the social, ethical, and environmental issues affecting business.** 2.1
   1. Describe the changing characteristics of the U.S. worker and their values. 2.1.1
   2. Explain how businesses have adapted to the changing labor force. 2.1.2
   3. Explain ways in which businesses can be socially responsible. 2.1.3
   4. Discuss ethical dilemmas faced by business. 2.1.4
   5. Practice making ethical decisions through role-play and case studies. 2.1.5
   6. Identify sustainability issues that businesses face and how they are responding. 2.1.6

2. **Analyze the environment of business.** 2.2
   2. Describe the fundamentals of capitalism and free enterprise. 2.2.2
   4. Identify economic problems and solutions for business. 2.2.4

3. **Explore international business.** 2.3
   1. Classify forms of international business. 2.3.1
   2. Discuss reasons for growth in international business. 2.3.2
   3. Identify trade barriers businesses face. 2.3.3

Prepare for one's role as a manager. 3.0

1. **Apply business management functions to levels of management and their job responsibilities.** 3.1
   1. Identify the functions of management. 3.1.1
   2. Recognize the importance of planning and establishing goals to business success. 3.1.2
   3. Discuss the process of organizing work and how it contributes to a more effective work environment. 3.1.3
   4. Identify important staffing activities. 3.1.4

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5 Identify primary leading/implementing tasks that managers perform. 3.1.5

6 Understand the need to measure performance standards in the controlling function. 3.1.6

7 Differentiate the levels of management and their job responsibilities. 3.1.7

2 Recognize the importance of using leadership and power to influence people in business. 3.2

1 Identify common leadership traits. 3.2.1

2 Compare and contrast leadership styles. 3.2.2

3 Evaluate different theories of employee motivation. 3.2.3

4 Determine how types of management power influence employees and control behavior. 3.2.4

3 Perform data analysis to make business decisions. 3.3

1 Explain how management information systems and business research help businesses make decisions. 3.3.1

2 Identify the steps in an effective decision-making process. 3.3.2

3 Understand the importance of Key Performance Indicators (KPIs) for managing processes and driving decisions and explain how and why managers may measure different KPIs over time. 3.3.3

4 Apply algebraic skills to make business decisions. 3.4

1 Use spreadsheet software to create charts and graphs that convey information to be used for managerial decision-making. 3.4.1

2 Enter formulas and functions into a spreadsheet to perform calculations that will aid in managerial decision-making. 3.4.2

3 Use spreadsheet software to record and analyze information regarding a variety of management functions (departmental budget, payroll, productivity, safety reports. 3.4.3

4 Calculate a variety of mathematical problems related to management, such as average cost/productivity/sales, problems involving fractions, decimals, and percent, problems involving positive and negative numbers. 3.4.4

5 Perform calculations, with and without technology, related to managerial problems that include time, ratios, percentages, and decimals. 3.4.5

6 Analyze charts and graphs and explain in both oral and written form the data found in charts and graphs. 3.4.6

Determine and discuss business organizations and government reg

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1 Interpret the forms of business ownership and the role of the entrepreneur. 4.1

1 Compare and contrast forms of business ownership. 4.1.1

Discuss the characteristics and roles of successful entrepreneurs. 4.1.2

Recognize an effective business plan. 4.1.3

2 **Explain the legal aspects of business.** 4.2

1 Discuss federal laws and agencies regulating employment practices, e.g., Fair Labor Standards Act, Occupational Safety and Health Act, The Americans with Disabilities Act, Family and Medical Leave Act, The Equal Employment Opportunity Commission. 4.2.1

2 Explain the implications of federal and state laws regarding minimum wage, overtime, and classification of employees (exempt v. non-exempt) 4.2.2

3 Discuss requirements regarding employee withholdings for payroll, e.g., FICA, Medicare, federal and state income tax, wage garnishments, etc. 4.2.3

Explain information and communication systems and the use of technology. 5.0

1 **Recognize the role of information systems in business management.** 5.1

1 Describe information systems that managers use in their decision-making process. 5.1.1

2 Discuss how information systems improve business operations. 5.1.2

3 Explain analytics and discuss the importance of applying analytics to the decision-making process. 5.1.3

2 **Recognize how the use of technology affects business** 5.2

1 Evaluate technologies used by businesses today. 5.2.1

2 Discuss the process of developing e-business. 5.2.2

3 **Recognize how communication systems aid in the communication process, barriers and conflict in business organizations.** 5.3

1 Discuss the communication process and barriers. 5.3.1

2 Define the channels of communication. 5.3.2

3 Research cross-cultural business communication. 5.3.3

4 Identify preferred generational communication styles. 5.3.4

Analyze the financial status of a business. 6.0

1 **Interpret financial records.** 6.1

1 Describe the need for financial records and the different types used by businesses. 6.1.1

2 Discuss types of business budgets and their uses. 6.1.2

3 Compare and contrast financial reports. 6.1.3

4 View, evaluate, and interpret a variety of managerial reports such as: Income Statement, profit/loss (P&L) statements, operating budget, cash flow report, cost of goods sold, etc. 6.1.4

2 **Discover types of credit and risk management tools available for businesses.** 6.2

Discuss several ways that businesses can attempt to reduce risks. 6.2.1

Discuss basic insurance concepts related to business management. 6.2.2

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Demonstrate knowledge of product and service development, production, marketing, distribution, and pricing. 7.0

1. **Discuss product and service planning.** 7.1
   1. Describe the steps in new-product development. 7.1.1
   2. Compare and contrast alternative manufacturing processes and the factors to consider when determining location. 7.1.2
   3. Differentiate between services and products. 7.1.3
   4. Explain ways to ensure service quality. 7.1.4
2. **Discuss product management and distribution.** 7.2
   1. Explain the importance of packaging and branding in relation to customer/sales satisfaction. 7.2.1
   2. Identify the channels of distribution and the factors to be considered when selecting alternatives. 7.2.2
   3. Discuss organizational dependence on effective supply chains. 7.2.3
   4. Describe types of supply chain management decisions (e.g. location production inventory transportation). 7.2.4

Demonstrate knowledge of human resource management. 8.0

1. **Demonstrate knowledge of human resource activities.** 8.1
   1. Explain how human resources management participates in a company's strategic planning process. 8.1.1
   2. Identify the major human resource activities. 8.1.2
   3. Describe procedures a business should follow for hiring employees. 8.1.3
   4. Discuss federal and state government regulations that impact employees. 8.1.4
2. **Evaluate techniques for enhancing employee development and training.** 8.2
   1. Determine procedures for evaluating employee performance. 8.2.1
   2. Discuss effective employee training and development. 8.2.2
   3. Resolve staff issues/problems to enhance productivity and improve employee relationships. 8.2.3