Arkansas CTE

Management I (2026-27)

Discuss the Value of Professionalism and Involvement in Professional, Academic, and Leadership Activities 1

1 **Recognize and discuss the academic and professional benefits of participating in a Career and Technical Student Organization and professional organizations.** 1.1

1 Research CTSO's (FBLA or DECA) and professional organizations for management careers. 1.1.1

2 Discuss the importance of membership and participation in professional organizations for career development and growth. 1.1.2

3 Understand the difference between business professional, business casual, and casual dress. Evaluate appropriate dress for different occupations and careers. 1.1.3

2 **Develop personal traits for success in management careers (durable skills).** 1.2

1 Demonstrate different scenarios for effective communication skills (stakeholders, partners, customers). 1.2.1

2 Comprehend and explain the importance of punctuality and attendance. 1.2.2

3 Identify traits important to success (e.g., initiative, positive attitude, enthusiasm, self-confidence). 1.2.3

4 Describe integrity, ethical leadership, and the importance of these on one's career and business success. 1.2.4

5 Demonstrate teamwork needed in the workplace. 1.2.5

6 Participate in quarterly mock employee performance evaluations. 1.2.6

3 **Research, analyze, and describe management careers.** 1.3

1 Research management careers and determine skills necessary for success in a variety of management related careers. 1.3.1

2 Analyze personal interests and skills needed for success. 1.3.2

3 Identify professional certifications available for various careers and levels of professionals in the management field. 1.3.3

4 Identify steps in career planning and evaluate the components and purpose of a management career ladder. 1.3.4

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

1 Create a cover letter, résumé, and follow-up letter. 1.4.1

Complete an employment application. 1.4.2

Prepare for a job interview and participate in a mock interview. 1.4.3

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4 Prepare, revise, and maintain a professional digital portfolio. 1.4.4

Understand Essential Fundamentals Pertaining to the Environment of Business Management 2

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 businesses. 2.1.4

5 Practice making ethical decisions through role-play and case studies. 2.1.5

6 Identify sustainability issues 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 and identify examples of each of those classifications. 2.3.1

2 Discuss reasons for growth in international business and the benefits it can bring to a company. 2.3.2

3 Identify trade barriers businesses face. 2.3.3

Prepare for the Role as a Manager 3

1 **Discuss effective management practices.** 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

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 **Discuss the importance of using leadership 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 controls behavior. 3.2.4

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5 Discuss the meaning and importance of ethics in leadership. 3.2.5

3 Discuss the importance and effectiveness of conflict resolution. 3.3

1 Define conflict resolution. 3.3.1

2 Identify multiple methods for handling conflicts in the various organizational settings. 3.3.2

3 Simulate a conflict and demonstrate the negotiating process to reach a resolution. 3.3.3

4 Discuss the use of data analysis to make business decisions. 3.4

1 Explain how management information systems and business research help businesses make decisions. 3.4.1

2 Identify the steps in an effective decision-making process. 3.4.2

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. 3.4.3

5 Apply quantitative skills to make business decisions. 3.5

1 Use spreadsheet software to create charts and graphs that convey information to be used for managerial decision-making. 3.5.1

2 Enter formulas and functions into a spreadsheet to perform calculations that will aid in managerial decision-making (i.e., Sum, Count, Avg, IF). 3.5.2

3 Use spreadsheet software to record and analyze information regarding a variety of management functions (i.e., departmental budget, payroll, productivity, safety reports. 3.5.3

4 Calculate a variety of mathematical problems related to management (e.g., average cost, productivity, sales). 3.5.4

5 Perform calculations, with and without technology, related to managerial problems that include time, ratios, percentages, and decimals. 3.5.5

6 Analyze charts and graphs and explain in both oral and written form the data found in charts and graphs. 3.5.6

Discuss Business Organizations and Government Regulations 4

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

2 Recognize the difference between public and private organizations. 4.1.2

3 Discuss the characteristics and roles of successful entrepreneurs. 4.1.3

4 Recognize an effective business plan. 4.1.4

5 Identify internal and external stakeholders. 4.1.5

6 Analyze the difference in interests of various stakeholders. 4.1.6

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xplain 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, and 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., Federal Insurance Contributions Act, Medicare, federal and state income tax, wage garnishments, etc.). 4.2.3

3 Examine, assess, and compare organizational structure and culture. 4.3

1. Examine an organizational structure and culture. 4.3.1
2. Assess an organization's culture and predict the likelihood of future success or failure. 4.3.2
3. Compare and contrast different organizational cultures. 4.3.3

Explain Information and Communication Systems and the Use of Technology 5

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 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

Discuss the Traits and Motives of Organizational Leaders 6

1 Identify general and task related traits that contribute to leadership effectiveness. 6.1

1. Identify common durable skills needed for effective leadership. 6.1.1
2. Discuss routines that support efficient and effective leadership styles. 6.1.2
3. Devise a list of task related traits for each organizational leader; entry, mid-management, chief officer. 6.1.3

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4 Estimate the time needed an organizational leader must dedicate to be effective. 6.1.4

2 Investigate emotional intelligence and its connection to leadership. 6.2

1 Explain emotional intelligence and how it plays a role in the organizational environment. 6.2.1

2 Complete an emotional intelligence profile that rates emotional intelligence (EQ). 6.2.2

3 Compare and contrast the various EQ areas needed to be in a leadership role. 6.2.3

4 Research various methods to develop emotional intelligence. 6.2.4

5 Determine the importance of EQ within different organizational structures. 6.2.5

Demonstrate Knowledge of Human Resource Management 7

1 Demonstrate knowledge of human resource activities. 7.1

1 Explain the role and function of the human resource department within a business. 7.1.1

2 Describe procedures a business should follow for hiring employees. 7.1.2

3 Discuss federal and state government regulations that impact employees. 7.1.3

2 Evaluate techniques for enhancing employee development and training. 7.2

1 Determine procedures for evaluating employee performance. 7.2.1

2 Discuss effective employee training and development. 7.2.2

3 Resolve staff issues/problems to enhance productivity and improve employee relationships. 7.2.3

1 Research and explain various methods for motivating employees in a work environment. 7.3.1

3 Workplace Incidents and reporting. 7.3

5 Discuss and explain the security of employee information including HIPPA, privacy policies, and confidentiality policies. 7.3.5

6 Discuss and explain investigations of incidents in the workplace, documentation, disciplinary issues, and due process. 7.3.6

7 Research and explain Worker's Compensation in regard to workplace injuries and accidents. 7.3.7