

**Business Management – Grade Levels 10-12
TEKS Manager**

Credit: ½

Place a check (√) in each column to show TEKS taught.

	TEKS	1 st 6 wks	2 nd 6 wks	3 rd 6 wks
(a) General requirements. The recommended prerequisite for this course is Business Computer Information Systems I. This course is recommended for students in Grades 10-12.				
(b) Introduction. Students recognize, evaluate, and prepare for a rapidly evolving global business environment that requires flexibility and adaptability. Students analyze the social responsibility of business and industry regarding the significant issues relating to the environment, ethics, health, safety, and diversity in society and in the workplace. Students develop a foundation in the economical, financial, technological, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs. Students incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions.				
(c) Knowledge and skills. (1) The student illustrates the workflow of a business. The student is expected to:	(A) identify activities that create a workflow in a business;			
	(B) analyze office workflow and recommend modifications for improvement in routine procedures;			
	(C) identify the processes required to successfully operate different departments of a business; and			
	(D) compare different business operations and practices to determine productivity levels.			

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(2) The student develops skills necessary to address a changing business environment. The student is expected to:	(A) design a performance evaluation instrument; and			
	(B) identify legislation applicable to human resource management.			
(3) The student analyzes the changing nature of business. The student is expected to:	(A) determine the impact of the changing social demands of employees on businesses locally, nationally, and internationally;			
	(B) analyze the impact of technology on business;			
	(C) evaluate the relationship of population migration, cultural diversity, and family demographics;			
	(D) analyze past and current modifications to United States business practices caused by global resources and competition; and			
	(E) describe the evolution of employment legislation due to the changing composition of the workforce.			
(4) The student explains the concepts of integrity as related to the business environment. The student is expected to:	(A) determine definitions of business ethics and confidentiality;			
	(B) compares honest and dishonest business practices;			
	(C) analyze the effects of unethical practices on a business, on consumers, and on employees;			
	(D) identify ethical considerations resulting from technological advances;			
	(E) relate the historical impact of unethical practices and governmental regulations; and			
	(F) identify ethical considerations of workplace politics.			
(5) The student appraises the economic and social benefits of a well-designed workplace conducive to employee well-being and productivity. The student is expected to:	(A) research the relationship between morale, productivity, and absenteeism;			
	(B) research the requirements for an ergonomically-sound work environment;			
	(C) identify the consequences of the use of controlled substances on the workplace; and			

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	(D) observe a work environment and recommend modifications for a more ergonomically-sound workplace.			
(6) The student balances employee privacy rights with employer obligations to provide a safe working environment. The student is expected to:	(A) review safety and security policy statements of various companies;			
	(B) research and provide evidence of a local company's compliance to safety and security policies; and			
	(C) discuss the pros and cons of drug testing, background investigation, and criminal record investigation.			
(7) The student creates and carries out a business plan that results in a long-term project involving time sensitive activities. The student is expected to:	(A) develop a company vision and mission statement;			
	(B) contrast management and leadership styles and develop a personal philosophy of management;			
	(C) perform human resources responsibilities, for example, staffing, motivating, evaluating, and terminating employees;			
	(D) perform financial functions, for example, secure capital, select risk management programs, design a budget, and develop records management and credit systems using current technology;			
	(E) perform marketing functions, for example, marketing concepts, product life cycle, product and service distribution channels, purchasing system, pricing procedures, and advertising program;			
	(F) perform supervisory functions, for example, develop recycling program, plans and conducts meetings, develop policy and procedures manuals, constructs organizational charts, explains staff interrelationships, and organizes work teams using appropriate technology; and			

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	(G) perform business communication functions intended for external and internal audiences, identify communication barriers, resolve conflicts, develop liaisons with other organizations within the community, and identify benefits of community involvement.			

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