



BUSINESS MANAGEMENT Teacher Information Sheet

MATERIALS USED IN CREATION OF LAPS

Text: Business Management, Real World Applications and Connections (Glencoe Publishing)
Workbook: Student Workbook for above

Teachers Resources:

- Teacher's Annotated Edition of Text
- Teacher's Resource Binder (Parts used)
- Student Workbook (Teacher Answer Key)
- Reproducible Tests and Answer Keys
- Internet Resources

Not Used but Available

- Teacher's Resource Binder (Parts unused)
- Lesson Plans
- Black Line Masters
- Business Week Extension Activities (Separate from those in text)
- Competitive Events Review (For use in competitions such as FBLA, etc.)

DoDEA Professional Technical Studies Standards were used for completion of these LAPS. Standards and objectives for LAPS were selected based upon the DoDEA Course Descriptions and materials used for individual LAPS.

LAP completion times were selected based upon suggestions provided in the teaching materials. If LAP completion times prove to be incorrect for either plan, please contact the Professional Technical Studies Coordinator at DoDEA Headquarters (Outlook or snail mail could be used). This is important with regard to planning for lab time and grade constraints.

LAP PLANS

There are two individualized teaching options available for this course: Plan A and Plan B

PLAN A: Plan A divides each chapter into two LAPS (.1 and .2) and will work best for individualized learning in the Business/Computer Lab. This divides up the time of 9 hours per chapter into two segments allowing students to meet easier time goals. It also allows teachers more flexible and timely grading divisions. The first LAP is usually 3-4 hours and includes the initial reading in Part 1 of a chapter, some work in the first assessment area, and some workbook work in the SCANS areas of Reading, Math, and Writing. The second LAP in each chapter completes reading, contains all of the review, work on the Internet, BusinessWeek, and any special Word, Excel, or

PowerPoint assignments. In addition, Part II contains the self-assessment and the actual chapter test. These LAPS are usually 5-6 hours long. (*Recommended: Semester 1—LAPS 1.1-10.2. Semester 2—LAPS 11.1-21.2*)

PLAN B: The alternative Plan B utilizes fewer LAPS and requires approximately two weeks (9.5 hours) work per LAP. In addition, LAPS were written for only Semester 1. Plan B could best be used for special students within a regular class, or for highly motivated Business Lab Students. All chapter work is included in each LAP. If you have mature students who can work in long segments of time without teacher reinforcement, this plan might work well for you. It is up to the individual teacher to use whichever plan works best for them and their students.

ORGANIZATION OF LAP MATERIALS

TEXT

The Business Management Textbook is organized into two basic sections (Example 1.1 and 1.2). Part 1.1 is usually longer and contains the “meat” of the chapter. Both sections contain an Assessment section that was utilized in the LAPS. (A LAP was constructed for each section in Plan A—they were combined for Plan B).

The Business Week Management Model (titled BusinessWeek) article appears in each chapter was always used in the LAP for that chapter. This usually consists of a one-page study of a special management article requiring some analysis.

A special page (titled Management Careers in Focus—gray color) in each chapter presents a different management career and was also always included in the LAPS. These require some thought and analysis.

WORKBOOK

General workbook information: Almost every section of the workbook is used for these LAPS because it provides “hands-on” activities that students enjoy and can do individually. If you find or prepare other resource material that works well for you, we urge you to share it with all DoDDS teachers via the Professional Technical Studies Coordinator for DoDEA.

Chapter Reviews: There is a chapter review for each chapter and these are always used in the second LAP of a chapter.

Self-Assessments: Students were allowed to use their text for the self-assessments in the workbook. These are included in the second LAP of a chapter. No texts are allowed, however, while taking chapter tests. (*Since the workbook materials were used for general evaluation (self-assessment), only the text assessment sections of “critical thinking” and “case analysis” were used.*)

Special Applications: These workbook applications for spreadsheets, database and word were always used. If your students already are overwhelmed with assignments of this nature, you may wish to drop some of them and reduce time projections. These are included in the second LAP of a chapter.

Workbook sections for Reading, Math and Writing were also used. These were generally included in the first LAP of a chapter since they were of a general nature and reinforced learning.

INTERNET RESOURCES

Internet resources were used for all LAPS. These assignments can be found in your Teacher Resource Binder for Business Management. There is one assignment provided for each of the LAPS. You will need to run copies of these assignments to give students along with their LAP for that chapter. They are included in the second LAP of a chapter.

GENERAL INFORMATION

Unit Materials: There are materials available for Unit reviews and evaluations; however these were NOT included in these LAPS. Unit materials are best used in a “stand alone” class, but add considerable time to individual LAPS.

If you wish to include them, it is recommended that you write a separate LAP for each of them. These could easily be inserted if that is a teacher preference.

Testing: Testing is available in a variety of formats: traditional, on-line by computer, or on the Internet. You should review all testing materials to see which type might be best for you. Testing materials are abundant, and explanations for all testing methods are included in the Assessment Package for the teacher. Testing will be left to you, the instructor. LAPS direct students to come to YOU for chapter evaluation.

Tiering: Materials provided above that were NOT used in LAPS could be used for “tiering” situations (demonstration of “core” knowledge for students work at, above, or below grade level). They could also be used to provide review or for “extra-credit”. *(Example: The Business Week extra assignment booklet could be used as assignments for those far-away sports or other extra-curricular trips as they don’t require the use of a computer.)*