



BUSINESS MANAGEMENT
 LAP 1.1—Chapter 1.1
 Introduction to Management
 Importance of Business Management

Name _____
 Period _____
 Date Started _____
 Date Completed _____

DoDEA Standards

- ◆PT5a Manage and direct one's own learning.
- ◆PT6a Demonstrate interpersonal, teamwork, and leadership skills necessary to function in diverse and multicultural settings.
- ◆PT6b Collaborate with peers, experts, and others to achieve a shared goal, help other people learn on-the-job, and respond effectively to the needs of a client.

Objectives

- ◆ Discuss changes taking place in the business world today
- ◆ Define management
- ◆ Explain the importance of management
- ◆ Define entrepreneurship
- ◆ Discuss the role of women and minorities in business today.

Resource

Text: Business Management
 Student Workbook and materials for above
 Chapter 1: Introduction to Management (1.1—The Importance of Business Management)

Time Frame

4 hours

Introduction

Welcome to the Business Management Course. This course of study will allow you to utilize all of the business knowledge you have accumulated up to this point. There are cases to study and write about, Internet activities to complete, and many projects to do that will utilize your computer skills. When you begin each new LAP, you should open a Word Document for that chapter, name and save it with that LAP name, and key all answers as you come to them in the text. Don't forget to save your materials daily. Mark your problems and work carefully for identification purposes and be sure to submit them a neat and organized fashion. Chapters have been divided into two LAPS each, and each LAP should take you about 4.5 class hours to complete—there are 20 LAPS total each semester.

In Chapter 1, Part 1.1, you will learn what management is, the three levels of management, the management process, three types of management skills, the principles of management, and the role of women and minorities in management.

Assignments

Where appropriate and possible, written answers must be in complete sentences and keyed. Turn in completed activities as directed by instructor.

- _____ Text: Read p. 5, Management Talk, and the workplace connections section and complete the questions for Applying Management Skills and Analyzing Management Skills on a separate sheet of paper.
- _____ Text: Read Section 1.1, pages 6-20—The Importance of Business Management.
- _____ Text: p. 20, Assessment, key answers to critical thinking questions and the case analysis.
- _____ Workbook: Complete PowerPoint Application, pages 14-16. Combine this section with Text Page 21 and an interview with the school principal for this application. Read page 21 and conduct a brief interview with the principal before completing the PowerPoint application. Follow directions carefully and remember to key your interpretation of your results and conclusions. If you need assistance or help, contact your instructor.
- _____ Text: Read Section 1.2, pages 22-27, Entrepreneurship. Don't forget to complete—"This is No Fashion Victim", p. 25. Write your answers to Critical Thinking and Decision Making.
- _____ Workbook: Page 5-7, Skill Building Activities 1: Reading, Math, and Writing Skills. Read the paragraphs at the top, but please add your "keyed" answers to your paper for this chapter. Please remember to mark it Act. 1—Reading for identification Purposes.