



BUSINESS MANAGEMENT
LAP 1—Chapter 1
Introduction to 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

Time Frame 9 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 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. Each LAP will take students about nine class hours to complete—there are 10 LAPS each semester.

In Chapter 1 part 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. In Chapter 1 part 2, you will learn what entrepreneurs do, the difference between managers and entrepreneurs, the need for entrepreneurship and innovation in large and medium-size companies, and the importance of small business.

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, 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.

_____ Text: Section 1.2 Assessment, p. 27. Complete critical thinking and the case analysis.

_____ Workbook: Complete pages 1-5.

_____ Internet Extension Assignment (attached sheet): All DoDEA and School Internet Contract Rules apply to all assignments done on the Internet. Some Internet activities will be attached to this assignment. Others will involve publications such as Business Week Magazine and will be listed in the text. Make sure you understand each assignment and fill out any paperwork connected with those assignments. Your first assignment is called "Management's Birth Father". Complete all questions.

_____ Text: Chapter 1 Assessment, p. 29, Applying management principles only.

_____ Internet Text Activity: BusinessWeek Online, page 29. Complete as directed. Print the summary of the article you chose making sure you reference the article, date, and exact title. (You will not be presenting to the class).

_____ Workbook: Using the text, complete self-assessment, pages 10-13.

_____ **See the instructor for the Chapter 1 Test.**

Self Assessment - "I/I can . . . "

- _____ 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.