

Business Management Summary of Standards

By the end of this course I will have learned all of the following concepts and principles. As I master the material I will write "YES" in the appropriate box and the date that it was learned. I will make sure that this summary sheet is always kept current.

Concepts	Mastered	Date
The Planning of Management: (Standard 1)		
I understand the importance of planning		
I understand the decision-making process		
I can define strategic (long term) planning		
I can define operational (short term) planning		
I can identify planning tools used in project planning		
The Organization of Management: (Standard 2)		
I understand the different organizational structures		
I understand the different management styles		
I understand how to use resources to achieve goals		
I can describe the forms of ownership		
The Directing of Management: (Standard 3)		
I can describe effective leadership qualities		
I can compare and contrast leadership styles		
I understand techniques used to motivate employees		
The Assessment of Management (Standard 4)		
I understand the importance of setting goals		
I know actions that can be made when goals are not		
I can evaluate performance and expectations		
The Importance of Financial info. (Standard 5)		
I know why financial statements are important		
I can analyze data on financial statements		
I understand how companies determine profitability		
I understand how to secure info. for starting a business		
Marketing and Economics (Standard 6)		
I can identify how businesses compete with each other		
I understand supply and demand		
I understand the various forms of competition		
I can define market segmentation and target market		
I can identify the four P's		

