

Management Fundamentals explores the main functions of managing activities and personal in a business environment. Students will gain awareness about the nature of Human Resources, training and development, as well as the legalities of business and the nature and sources of law affecting managerial administration. With a greater understanding of contracts, government relations, and the ability to mechanize ethically the relationships between employees, consumers, and business interests, students enter the world of business administration prepared for the challenges of maintaining a worthwhile and positive organization.

This full year course is applicable to the Business Management and Administration program of study in Indiana in alignment with Perkins V and NLPS requirements and is built to state standards. Students may take this course to satisfy the Concentrator A option in the aforementioned pathway.

Length: Two Semesters

#### **Unit 1: What is HR?**

- Introduction to Human Resources
- HR and the Changing Business Environment
- What is HR Wrap-Up

#### **Unit 2: Legal Requirements**

- Equal Employment Opportunity Laws and Commission
- Laws and Ethics in HR
- Legal Requirements Wrap-Up

#### **Unit 3: HR Planning**

- Strategic Planning
- Human Resources Planning
- Job Analysis and Job Descriptions
- HR Planning Wrap-Up

#### **Unit 4: Training and Development**

- Employee Training
- Employee Development
- Training and Development Wrap-Up

#### **Unit 5: Cultivating and Terminating Employee Relationships**

- Managing Employee Relationships
- Employee Discipline and Termination
- Cultivating and Terminating Employee Relationships Wrap-Up

#### **Unit 6: Performance Management**

- Employee Evaluations
- Conducting Employee Evaluations
- Performance Management Wrap-Up

### **Unit 7: Safety, Security, and Labor Relations**

- Legal Requirements
- Managing Safety and Security
- Labor Relations
- Safety, Security, and Labor Relations Wrap-Up

### **Unit 8: Wrap-Up**

### **Unit 9: An Overview of Business Law and Ethics**

- An Introduction to Business Law
- Business Ethics
- Wrap-Up

### **Unit 10: The Legal System**

- The Judicial System
- The Court Process
- Legal Documentation
- Wrap-Up

### **Unit 11: Contracts**

- Creating Contracts
- Breaking Contracts
- The Uniform Commercial Code
- Wrap-Up

### **Unit 12: Laws Governing Business Organizations**

- Creating a Business Organization
- Protecting a Business Organization
- Wrap-Up

### **Unit 13: Consumer and Creditor Protection**

- Protecting Consumers
- Protecting Creditors
- Consumer and Creditor Protection Wrap-Up

### **Unit 14: Property Law**

- Personal Property
- Real Property
- Intellectual Property
- Property Law Wrap-Up

### **Unit 15: Agency, Employment Law, and Digital Protection**

- Agency

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- Employment Law
  - Protecting Business in the Digital Age
  - Agency, Employment Law, and Digital Protection Wrap-Up

**Unit 16: Environmental and International Law**

- Environmental Law
- International Law
- Environmental and International Law Wrap-Up

**Unit 17: Wrap-Up**