

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 also 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.

*This course was originally created for Apex Courses.*

Length: Two Semesters

**Unit 1: What is HR?**

**Unit 2: Legal Requirements**

**Unit 3: HR Planning**

**Unit 4: Training and Development**

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

**Unit 6: Performance Management**

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

**Unit 8: Wrap-Up**

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

**Unit 10: The Legal System**

**Unit 11: Contracts**

**Unit 12: Laws Governing Business Organizations**

**Unit 13: Consumer and Creditor Protection**

**Unit 14: Property Law**

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

**Unit 16: Environmental and International Law**

**Unit 17: Wrap-Up**