

ENTREPRENEUR PERSON (EP 11)

EP.11.1 ENTREPRENEURIAL CHARACTERISTICS AND FACTORS

EP.11.1.1 identifies the attitudes common to many entrepreneurs;

EP.11.1.2 identifies the attributes common to many entrepreneurs;

EP.11.1.3 identifies the skills common to many entrepreneurs;

EP.11.1.4 Describe the barriers that various entrepreneurs had or are still experiencing

EP.11.1.5 Describe the roles of entrepreneurs that benefit communities and society

EP.11.2 ATTITUDES AND ATTRIBUTES OF ENTERPRISING EMPLOYEES

EP.11.2.1 Define the term “enterprising employee” and explain the factors that motivate enterprising workers

EP.11.2.2 describe the personal attributes that make it possible to work in enterprising ways

EP.11.2.3 analyses the ways in which enterprising people use failure as a learning experience

EP.11.2.4 Compare the factors that motivate people to work versus people to start enterprises

EP.11.3. REACTIONS TO UNCERTAINTY AND RISKS

EP.11.3.1 Describe ways in which enterprising employees can approach new or uncertain situations

EP.11.3.2 Describe the risks that enterprising employees may be willing to take

EP.11.3.3 Specify ways in which enterprising employees manage risk

EP.11.3.4 Explain why enterprising people are willing to accept the risks associated with enterprising behavior in the workplace

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Grade
11^o
A.H.P

Guidelines
and
Standards for
Business

Business Fundamentals

Business Organization

Accounting

Business Communication

11

HUMAN RESOURCES (HR 11)

HR.11.1 HUMAN RESOURCES PLANNING

HR.11.1.1 Understand the difference between Human Resources Management (HRM) and Human Resources Planning (HRP)

HR.11.1.2 Identify the constraints and opportunities presented by demographic change

HR.11.1.3 Discuss the significance of labor mobility (occupational and geographical mobility)

HR.11.1.4 Analyze the workforce planning process

HR.11.1.5 Discuss different methods of recruitment

HR.11.1.6 Discuss different methods of training, appraisal and dismissal

HR.11.1.7 Discuss the basics of employment patterns and practices

HR.11.1.8 Understand the implications of legal employment rights

HR.11.2 ORGANIZATIONAL STRUCTURE

HR.11.2.1 Analyze the main features of an organizational chart including levels of hierarchy and chain of command

HR.11.2.2 Analyze the main features of an organizational chart including span of control, flat and tall organizations

HR.11.2.3 Analyze delegation and accountability

HR.11.2.4 Understand the meaning of bureaucracy

HR.11.2.5 Identify why firms need to organize employees and analyses ways in which this is done

HR.11.2.6 Understand the difference between centralized and decentralized structures

HR.11.2.7 Analyze the matrix form of organization, flexible structures and the informal organization

HR.11.2.8 Analyze outsourcing of functions and evaluate whether firms benefit from this

HUMAN RESOURCES (HR 11)

HR.11.3 LEADERSHIP AND MANAGEMENT

HR.11.3.1 Understand the nature of leadership and recognize the key differences in leadership styles

HR.11.3.2 Evaluate the effectiveness of these styles to different organizational situations

HR.11.3.3 Discuss whether successful leadership results from natural skills or is a consequence of circumstances

HR.11.3.4 Understand the difference between leadership and management

HR.11.3.5 Analyze the case study of Martin Luther King

HR.11.3.6 Analyze the case study of Sir Ernst Shackelton

HR.11.3.7 Understand Blake and Mouton Managerial Grid

HR.11.3.8 Understand Peter Drucker's five basic tasks of managers

HR.11.4 COMMUNICATION

HR.11.4.1 Understand what is meant by effective communication and feedback

HR.11.4.2 Analyze the advantages and disadvantages of different communication media

HR.11.4.3 Evaluate different communication media application in different settings

HR.11.4.4 Understand the barriers to communication and how to overcome them

HR.11.4.5 Analyze Kellog's case study

HR.11.4.6 Assess the importance of ICT in communication

HR.11.4.7 Evaluate the application of different communication networks

HR.11.4.8 Analyze the importance of informal communication

HUMAN RESOURCES II (HR 11).....

HR.11.5 MOTIVATION

HR.11.5.1 Understand what is motivation

HR.11.5.2 Analyze intrinsic needs

HR.11.5.3 Analyze extrinsic needs

HR.11.5.4 Evaluate different forms of financial motivation

HR.11.5.5 Assess the role of non-financial methods of motivation

HR.11.5.6 Discuss the motivational theories of Taylor

HR.11.5.7 Discuss the motivational theories of Maslow

HR.11.5.8 Discuss the motivational theories of McGregor

HR.11.6 ORGANIZATION AND CORPORATE CULTURE

HR.11.6.1 Explain the different influences on organizational and corporate culture: Mission and Vision Statement / Appointment of senior staff

HR.11.6.2 Explain the different influences on organizational and corporate culture: Ethical code of conduct / Social and Environmental Issues

HR.11.6.3 Explain the different influences on organizational and corporate culture: Ethical code of conduct / Social and Environmental Issues

HR.11.6.4 Describe different types of culture

HR.11.6.5 Understand the importance and advantages and of having a strong organizational culture

HR.11.6.6 Understand Hofstede's five dimensions of culture

HR.11.6.7 Analyze the consequences of culture clashes within and between organizations

HR.11.6.8 Compare company culture of different companies: Ikea, Siemmens, Goldman Sachs

HR.11.7 EMPLOYER EMPLOYEE RELATION

HR.11.7.1 Analyze the dynamic relationships between employees, employers and their representatives

HR.11.7.2 Understand the reason why workers join unions

HR.11.7.3 Discuss the benefits of employers joining unions

HR.11.7.4 Discuss the possible actions that employees can take

HR.11.7.5 Discuss the possible actions that employers can take

HR.11.7.6 Analyze the factors influencing the outcomes of negotiations

HR.11.7.7 Understand the approaches used in conflict resolution

HR.11.7.8 Review Panama's main articles of the law (Art 61,62,63 y 159 DelCodigo de Trabajo)

HR.11.8 CRISIS AND CONTINGENCY PLANNING

HR.11.8.1 Explain what is crisis management

HR.11.8.2 Explain what is contingency planning

HR.11.8.3 Identify the key steps in contingency planning

HR.11.8.4 Describe the benefits and limitations of contingency planning

HR.11.8.5 Understand risk assessment factor chart by likelihood and strength of consequence

HR.11.8.6 Explain the role of communication in a crisis

HR.11.8.7 Analyze Toyota / Volkswagen

ACCOUNTING AC11(AC 11)

AC.11.1 FINANTIAL STATEMENTS

AC.11.1.1 Review balance sheet as financial statement

AC.11.1.2 Understand income statements

AC.11.1.3 Understand statement of retained earnings

AC.11.1.4 Understand cash flow statement

AC.11.1.5 Familiarization Peachtree practice

AC.11.2 INCOME STATEMENT (REVENUE)

AC.11.2.1 Understand the different sources of revenues

AC.11.2.2 Identify sources of operational revenues

AC.11.2.2 Identify sources of non-operational revenues

AC.11.2.1 Understand gross revenues

AC.11.2.5 Peachtree practice on revenues

AC.11.3 INCOME STATEMENT (EXPENSES)

AC.11.3.1 Understand the different sources of expenses

AC.11.3.2 Identify sources of operational expenses

AC.11.3.3 Identify sources of non-operational expenses

AC.11.3.4 Understand how owner's equity is affected by expenses

AC.11.3.5 Peachtree practice on expenses

AC.11.4 INCOME STATEMENT ANALYSYS

AC.11.4 .1 Understand how to prepare a profit and loss statement

AC.11.4 .2 Identify main profitability problems

AC.11.4 .3 Calculate earnings per share

AC.11.4 .4 Propose improvements for next year results

AC.11.4.5 Peachtree profit & loss analysis