

**K to 12 BASIC EDUCATION CURRICULUM**  
**SENIOR HIGH SCHOOL – ACCOUNTANCY, BUSINESS AND MANAGEMENT (ABM) SPECIALIZED SUBJECT**

Grade: 11  
 Subject Title: **ORGANIZATION AND MANAGEMENT**

Semester: 1st  
 No. of Hours: 80 hours/semester

Description: This course is designed to familiarize the students with the basic concepts, principles, and processes related to business organization, and the functional areas of management. Particular emphasis will be given to the study of management functions like planning, organizing, leading, and controlling, and orient the students on the importance of these functions and the role of each area in entrepreneurship.

<b>CONTENT</b>	<b>CONTENT STANDARD</b>	<b>PERFORMANCE STANDARD</b>	<b>LEARNING COMPETENCIES</b>	<b>CODE</b>
Chapter 1. Nature and Concept of Management  1. Definition and functions of management 2. Evolution of management theories 3. Functions, roles, and skills of a manager	<i>The learners have an understanding of...</i>  basic concepts and theories of management	<i>The learners shall be able to...</i>  apply management theories & concepts in solving business cases	<i>The learners...</i>  1. discuss the meaning and functions of management	<b>ABM_AOM11-Ia-b-1</b>
			2. explain the various types of management theories	<b>ABM_AOM11-Ia-b-2</b>
			3. explain the functions, roles, and skills of a manager	<b>ABM_AOM11-Ia-b-3</b>
Chapter 2. The Firm and its Environment  1. Environmental forces and environmental scanning 2. The local and international business environment of the firm 3. Phases of economic development 4. Forms of business organizations	the role of business in the environment, and how the environment affects the firm	analyze the various environmental forces affecting the firm and summarize these using Political Economic Social and Technological Analysis (PEST) and Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis frameworks	4. identify various forces/elements of the firm's environment	<b>ABM_AOM11-Ic-d-4</b>
			5. summarize these forces using the PEST and SWOT analyses	<b>ABM_AOM11-Ic-d-5</b>
			6. describe the local and international business environment of a firm	<b>ABM_AOM11-Ic-d-6</b>
			7. explain the role of business in relation to the economy	<b>ABM_AOM11-Ic-d-7</b>
			8. discuss the different phases of economic development	<b>ABM_AOM11-Ic-d-8</b>

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			9. differentiate the various forms of business organizations	<b>ABM_AOM11-Ic-d-9</b>
Chapter 3. Planning  1. Definition and nature of planning 2. Types of plans 3. Planning at different levels in the firm 4. Planning techniques and tools 5. Application of planning tools and techniques 6. Decision making	the importance of planning concepts in business success	formulate effective plans for a specific business endeavor	10. discuss the nature of planning	<b>ABM_AOM11-Ie-g-10</b>
			11. compare and contrast the different types of plans	<b>ABM_AOM11-Ie-g-11</b>
			12. describe planning at different levels in the firm	<b>ABM_AOM11-Ie-g-12</b>
			13. apply appropriate planning techniques and tools	<b>ABM_AOM11-Ie-g-13</b>
			14. formulate a decision from several alternatives	<b>ABM_AOM11-Ie-g-14</b>
Chapter 4. Organizing  1. Nature of organizations 2. Types of organization structures 3. Organization theories and application 4. Delegation 5. Formal & informal organizations	the significance of organization structures for effective business management	design an appropriate organization structure for a specific business	15. discuss the nature of organizations	<b>ABM_AOM11-Ih-j-15</b>
			16. distinguish the various types of organization structures	<b>ABM_AOM11-Ih-j-16</b>
			17. apply organization theories in solving business cases.	<b>ABM_AOM11-Ih-j-17</b>
			18. identify the different elements of delegation	<b>ABM_AOM11-Ih-j-18</b>
			19. differentiate formal from informal organization	<b>ABM_AOM11-Ih-j-19</b>
Chapter 5. Staffing  1. Definition and nature of staffing	the process of recruiting, selecting, and training employees	conduct and prepare job analysis	20. discuss the nature of staffing	<b>ABM_AOM11-IIa-b-20</b>
			21. explain the steps in the recruitment and selection process	<b>ABM_AOM11-IIa-b-21</b>

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2. Recruitment 3. Selection 4. Training and development 5. Compensation/wages and performance evaluation/appraisal 6. Employee relations 7. Employee movements 8. Rewards Systems			22. recognize the different training programs	<b>ABM_AOM11-IIa-b-22</b>
			23. identify the policy guidelines on compensation/wages and performance evaluation/appraisal	<b>ABM_AOM11-IIa-b-23</b>
			24. discuss the importance of employee relations	<b>ABM_AOM11-IIa-b-24</b>
			25. differentiate various employee movements	<b>ABM_AOM11-IIa-b-25</b>
			26. adopt effective rewards system	<b>ABM_AOM11-IIa-b-26</b>
Chapter 6. Leading  1. Definition 2. Motivation 3. Leadership theories 4. Communication 5. Management of change and diversity 6. Filipino and foreign Cultures	how motivation, leadership, and communication work in an organization	demonstrate knowledge in motivation, leadership, and communication by solving business cases	27. discuss the nature of directing	<b>ABM_AOM11-IIc-e-27</b>
			28. differentiate leading to managing	<b>ABM_AOM11-IIc-e-28</b>
			29. identify the different theories of motivation	<b>ABM_AOM11-IIc-e-29</b>
			30. differentiate styles of leadership	<b>ABM_AOM11-IIc-e-30</b>
			31. appreciate the role of communication in directing people within the organization	<b>ABM_AOM11-IIc-e-31</b>
			32. explain the management of change and diversity in the workplace	<b>ABM_AOM11-IIc-e-32</b>
			33. recognize the interrelationship of Filipino from foreign cultures	<b>ABM_AOM11-IIc-e-33</b>
Chapter 7. Controlling  1. Definition and nature of management control 2. The link between planning and controlling 3. Control methods and systems	different controlling methods and techniques	apply appropriate control measures for a specific business situation	34. discuss the nature of controlling	<b>ABM_AOM11-IIf-h-34</b>
			35. describe the link between planning and controlling	<b>ABM_AOM11-IIf-h-35</b>
			36. distinguish control methods and systems	<b>ABM_AOM11-IIf-h-36</b>

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4. Application of management control in accounting and marketing concepts and techniques			37. apply management control in accounting and marketing concepts and techniques	<b>ABM_AOM11-IIIf-h-37</b>
5. Role of budgets in planning and control			38. prepare a budget plan	<b>ABM_AOM11-IIIf-h-38</b>
Chapter 8. Introduction to the Different Functional Areas of Management a. Human Resource Management b. Marketing Management c. Operations Management d. Financial Management e. Information & Communication Technology Management	the different functional areas of management	select one's area of interest for future career path	39. explain the nature and role in the firm of the following functional areas of management:  a. Human Resource Management b. Marketing Management c. Operations Management d. Financial Management e. Material and Procurement Management f. Office Management g. Information & Communication Technology Management	<b>ABM_AOM11-IIi-39</b>
Chapter 9.Special Topics in Management  1. Small Business Management and Entrepreneurship 2. Family Business Enterprise 3. Starting a Business: Legal Forms and Requirements	the basic concepts of small-family business	initiate an appropriate small-family business	40. explain how to start a small-family business.	<b>ABM_AOM11-IIj-40</b>
			41. identify the business legal forms and requirements	<b>ABM_AOM11-IIj-41</b>
			42. appreciate the role of small-family business in an improving economic status	<b>ABM_AOM11-IIj-42</b>

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**Code Book Legend**

Sample: **ABM\_AOM11-IIj-42**

LEGEND		SAMPLE	
<b>First Entry</b>	Learning Area and Strand/ Subject or Specialization	Accountancy, Business and Management	<b>ABM_AOM11</b>
	Grade Level	Grade 11	
<b>Uppercase Letter/s</b>	Domain/Content/ Component/ Topic	Organization and Management	
			-
<b>Roman Numeral</b> <i>*Zero if no specific quarter</i>	Quarter	Second Quarter	<b>II</b>
<b>Lowercase Letter/s</b> <i>*Put a hyphen (-) in between letters to indicate more than a specific week</i>	Week	Week ten	<b>j</b>
			-
<b>Arabic Number</b>	Competency	scan appreciate the role of small-family business in an improving economic status	<b>42</b>