Name _____ ID _____

Instructor _____ School Year_____

Enrollment Date ____/____/____ Completion Date ____/____/____ Credits Completed _____

I certify that the student received the training in the area indicated.

Student Signature :_____Date _____

Instructor Signature: _____Date _____

Technical-level course for Business Management and Administration Career Clusters (Funded)

IB Business and Management courses prepare students to take the International Baccalaureate Business and Management exam at either the Subsidiary or Higher level. In keeping with Individual and Society courses, IB Business and Management promotes problem-solving by identifying the problem, selecting and interpreting data, applying appropriate analytical tools, and recommending solutions by evaluating their quantitative and qualitative implications. These courses also equip students with knowledge and understanding of business terminology, concepts and principles.

RATING SCALE:3: Skilled, works independently; 2: Competent, may need assistance; 1: Received instruction, skill undeveloped; 0: No exposure, instruction or training Measured Competencies listed should be seen as minimums (you can add)

1 Introduction to Organizations

	01 Analyze local organizations of different types and identify their main features.	3	2	1	0
	02 Explain the advantages and disadvantages of each type of organization identified.	3	2	1	0
	03 Relate each type of ownership to the degree of control.	3	2	1	0
	04 Distinguish between organizations in the private and public sectors.	3	2	1	0
	05 Analyze the reasons for forming global conglomerates and networks.	3	2	1	0
	06 Analyze the role of subsidiaries, joint ventures/strategic alliances, multinational companies and holding companies.	3	2	1	0
	07 Explain the importance of objectives in managing an organization.	3	2	1	0
	08 Use SWOT analysis to assess an organization’s position, and to define and refine its objectives.	3	2	1	0
	09 Explain the interests of stakeholders and the likelihood of conflict between them.	3	2	1	0
	10 Use PEST/STEP analysis to investigate how external factors impact on organizations.	3	2	1	0

2 Accounting and Finance					
	01 Assess the advantages and disadvantages of each form of finance and be able to comment on the appropriateness of the sources of finance in relation to the specific needs of an organization.	3	2	1	0
	02 Calculate and draw conclusions from changes in gearing.	3	2	1	0
	03 Calculate the payback period for an investment.	3	2	1	0
	04 Prepare a cash flow forecast from given information.	3	2	1	0
	05 Analyze the effects of changes in price or cost on the break-even quantity, profit, and margin of safety, using graphical and quantitative methods.	3	2	1	0
	06 Construct and amend accounts from information given.	3	2	1	0
	07 Calculate and use ratios to interpret financial statements.	3	2	1	0
3 Academic Competencies--Language Arts					
	01 Organizes business correspondence, instructions, descriptions, summarizes and reports in a logical and effective sequence to meet the readers' informational needs. {W:1.3.7}	3	2	1	0
	02 Writes with an awareness of purpose and audience (e.g. letters, complex reports, directions, graphics, brochures, electronic presentations, newsletters, memos, job searches, fliers, e-mails, Web pages, pictorials). {W:1.3.10}	3	2	1	0
	03 Determines meaning of marketing words or phrases using context clues. (R:1.3.2)	3	2	1	0
	04 Uses paraphrasing and organizational skills to summarize information. (R:1.4.10)	3	2	1	0
4 Academic Competencies--Math					
	01 Solves multi-step real-world problems with real numbers using computational procedures. [M:1.4.1A]	3	2	1	0
5 Academic Competencies--Science and Technology					
	01 Explain how the advancement of technology enhanced the way telecommunications have affected our lives	3	2	1	0

6 Career Development Skills					
	01 Participate in group discussions. (CO:025)	3	2	1	0
	02 Make oral presentations. (CO:025)	3	2	1	0
	03 Prepare simple written reports. (CO:094)	3	2	1	0
7 Student Leadership Skills					
	01 Identify desirable 21st Century skills important to business. (EI:018)	3	2	1	0