

Name _____ ID _____				
Instructor _____ School Year _____				
Enrollment Date ____/____/____		Completion Date ____/____/____		Credits Completed _____
<u>I certify that the student received the training in the area indicated.</u>				
Student Signature : _____				Date _____
Instructor Signature: _____				Date _____
<i>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)</i>				
1	ACADEMIC FOUNDATIONS			
1.01	Identify, analyze, and process business data and information to make business decisions and enhance business management duties.			
1	1.01.01	Solve mathematical managerial problems using numbers and operational resources.	3	2 1 0
2	1.01.02	Perform data analysis to make business decisions.	3	2 1 0
3	1.01.03	Evaluate the accuracy of mathematical responses using problem-solving techniques.	3	2 1 0
1.02	Examine and employ business and economic principles and concepts in making informed business decisions to continue business operations.			
4	1.02.01	Recognize how economic systems influence environments in which businesses function.	3	2 1 0
5	1.02.02	Use knowledge regarding the impact government has on businesses to make informed economic decisions.	3	2 1 0
6	1.02.03	Describe global trade's impact on business activities.	3	2 1 0
7	1.02.04	Use economic indicators to detect economic trends and conditions.	3	2 1 0
2	COMMUNICATIONS			
2.01	Obtain and convey ideas and information to impact business decisions and report on organizational activities.			
8	2.01.01	Demonstrate use of content, technical concepts and vocabulary when analyzing information and following directions.	3	2 1 0
9	2.01.02	Employ verbal skills when obtaining and conveying information.	3	2 1 0
2.02	Evaluate and use information resources to accomplish specific occupational tasks.			
10	2.02.01	Use informational texts, Internet web sites, and/or technical materials to review and apply information sources for occupational tasks.	3	2 1 0
2.03	Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.			
11	2.03.01	Prepare oral presentations to provide information for specific purposes and audiences.	3	2 1 0
3	PROBLEM-SOLVING AND CRITICAL THINKING			
3.01	Employ critical thinking skills independently and in teams to solve problems and make decisions (e.g., analyze, synthesize and evaluate).			
12	3.01.01	Identify common tasks that require employees to use problem-solving skills.	3	2 1 0
13	3.01.02	Describe the value of using problem-solving and critical thinking skills to improve a situation or process.	3	2 1 0
3.02	Employ critical thinking and interpersonal skills to resolve conflicts with staff and/or customers.			
14	3.02.01	Analyze situations and behaviors that affect conflict management.	3	2 1 0
15	3.02.02	Determine best options/outcomes for conflict resolution using critical thinking skills.	3	2 1 0
16	3.02.03	Identify with others' feelings, needs, and concerns.	3	2 1 0
3.03	Identify, write and monitor workplace performance goals to guide progress in assigned areas of responsibility and accountability.			
18	3.03.01	Write goals that meet appropriate criteria: Specific, Measurable, Achievable, Realistic, Time bound	3	2 1 0

4		SYSTEMS			
4.01		Analyze accounting systems' contribution to the fiscal stability of a business.			
19	4.01.01	Develop a foundational knowledge of accounting to understand its nature and scope.	3	2	1 0
4.02		Understand the methods that businesses use to recruit, train and develop human resources.			
20	4.02.01	Describe the role and function of human resources management.	3	2	1 0
21	4.02.02	Manage business risks to protect a business's financial well-being.	3	2	1 0
5		SAFETY, HEALTH AND ENVIRONMENTAL			
5.01		Assess and implement safety, health, and environmental controls to enhance business productivity.			
22	5.01.01	Assess needed safety policies/procedures to ensure protection of employees.	3	2	1 0
6		LEADERSHIP AND TEAMWORK			
6.01		Employ leadership skills to accomplish organizational goals and objectives.			
23	6.01.01	Analyze and exhibit leadership traits and their various roles within organizations	3	2	1 0
24	6.01.02	Consider issues related to self, team, community, diversity, environment, and global awareness when leading others.	3	2	1 0
6.02		Employ and explore organizational and staff development skills to foster positive working relationships and accomplish organizational goals.			
25	6.02.01	Describe how staff growth and development to increase productivity and employee satisfaction.	3	2	1 0
26	6.02.02	Explain and identify best practices for successful team functioning.	3	2	1 0
7		ETHICS AND LEGAL RESPONSIBILITIES			
7.01		Describe business's responsibility to know and abide by laws and regulations that affect business operations.			
27	7.01.01	Demonstrate, manage, obtain and protect information through ethical behavior in a business setting to foster positive internal and external interactions.	3	2	1 0
28	7.01.02	Describe the nature and scope of business laws and regulations.	3	2	1 0
8		EMPLOYABILITY AND CAREER DEVELOPMENT			
8.01		Explore, obtain, and develop strategies for ensuring a successful business career.			
29	8.01.01	Utilize career-advancement activities to enhance professional development.	3	2	1 0
9		TECHNICAL SKILLS			
9.01		Access, process, maintain, evaluate, and disseminate information to assist in business decision-making.			
30	9.01.01	Use information literacy skills to increase workplace efficiency and effectiveness.	3	2	1 0
31	9.01.02	Acquire a foundational knowledge of information management to understand its nature and scope.	3	2	1 0
32	9.01.03	Maintain business records to facilitate business operations.	3	2	1 0
33	9.01.04	Acquire information to guide business decision-making.	3	2	1 0
34	9.01.05	Manage financial resources to maintain business solvency.	3	2	1 0
9.02		Employ and explore tools and strategies to influence, plan, control, and organize an organization/department.			
35	9.02.01	Explain the role that business management has in contributing to business success.	3	2	1 0
9.03		Plan, monitor, and control day-to-day business functions to ensure continued business operations.			
36	9.03.01	Manage purchasing activities to obtain the best service/product at the least cost.	3	2	1 0
37	9.03.02	Manage quality-control processes to minimize errors and to expedite workflow.	3	2	1 0
9.04		Examine-risk management strategies and techniques in order to minimize potential business loss.			
38	9.04.01	Explain the nature and scope of risk management practices within a business.	3	2	1 0
9.05		Plan, organize, and control an organization/department to optimize overall business success.			
39	9.05.01	Plan organization's/department's activities to guide and support decisions and to ensure that staff focus on current and future operational priorities.	3	2	1 0
40	9.05.02	Develop business plans to meet company needs.	3	2	1 0

Business Management (12052) .5 credit

Technical Level

Competencies with Suggested Outcomes

1 ACADEMIC FOUNDATIONS: Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.		
1.01 Identify, analyze, and process business data and information to make business decisions and enhance business management duties.		
Expected Tenth and Eleventh Grades Competencies		Suggested Tenth and Eleventh Grades Learner Outcomes
1	1.01.01	Solve mathematical managerial problems using numbers and operational resources.
		Recognize relationships among numbers
		Employ mathematical operations
		Perform computations successfully
		Predict reasonable estimations
2	1.01.02	Perform data analysis to make business decisions.
		Formulate questions effectively
		Collect relevant data
		Organize useful data
		Answer questions appropriately
		Employ appropriate statistical methods in data analysis
		Develop and evaluate inferences and predictions
		Apply basic concepts of probability
3	1.01.03	Evaluate the accuracy of mathematical responses using problem-solving techniques.
		Identify problem-solving techniques
		Apply a variety of problem-solving strategies
		Adjust problem-solving strategies, when needed
1.02 Examine and employ business and economic principles and concepts in making informed business decisions to continue business operations.		
Expected Tenth and Eleventh Grades Competencies		Suggested Tenth and Eleventh Grades Learner Outcomes
4	1.02.01	Recognize how economic systems influence environments in which businesses function.
		Identify factors affecting a business's profit
		Determine factors affecting business risk
		Explain the concept of competition
		Describe market structures
		Distinguish between economic goods and services
		Describe the concepts of economics and economic activities
		Determine economic utilities created by business activities
5	1.02.02	Use knowledge regarding the impact government has on businesses to make informed economic decisions.
		Determine the relationship between government and business
		Discuss the supply and demand for money
6	1.02.03	Describe global trade's impact on business activities.
		Discuss the impact of globalization on business
		Explain cultural considerations that impact global business relations
		Describe the impact of electronic communication tools (e.g., Internet, video- and computer-conferencing, webcasts, email) on global business activities
		Discuss the potential impact of emerging economies on business activities
7	1.02.04	Use economic indicators to detect economic trends and conditions.
		Describe the concept of price stability as an economic measure
		Discuss the measure of consumer spending as an economic indicator
		Determine the impact of business cycles on business activities
2 COMMUNICATIONS: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.		
2.01 Obtain and convey ideas and information to impact business decisions and report on organizational activities.		
Expected Tenth and Eleventh Grades Competencies		Suggested Tenth and Eleventh Grades Learner Outcomes
8	2.01.01	Demonstrate use of content, technical concepts and vocabulary when analyzing information and following directions.
		Explore and prepare written professional documents (e.g. business memorandums, financial statements, production reports, etc.)
9	2.01.02	Employ verbal skills when obtaining and conveying information.
		Explain managerial techniques in communicating with various personnel
		Describe methods to effectively verbally communicate as a manager within various environments.

Business Management (12052) .5 credit

Technical Level

Competencies with Suggested Outcomes

2.02 Evaluate and use information resources to accomplish specific occupational tasks.		
	Expected Tenth and Eleventh Grades Competencies	Suggested Tenth and Eleventh Grades Learner Outcomes
10	2.02.01	Use informational texts, Internet web sites, and/or technical materials to review and apply information sources for occupational tasks.
		Investigate the impact of new technology on the workforce
2.03 Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.		
	Expected Tenth and Eleventh Grades Competencies	Suggested Tenth and Eleventh Grades Learner Outcomes
11	2.03.01	Prepare oral presentations to provide information for specific purposes and audiences.
		Demonstrate effective communication skills (e.g., verbal, nonverbal, and technological communications and effective listening skills)
3 PROBLEM-SOLVING AND CRITICAL THINKING: Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.		
3.01 Employ critical thinking skills independently and in teams to solve problems and make decisions (e.g., analyze, synthesize and evaluate).		
	Expected Tenth and Eleventh Grades Competencies	Suggested Tenth and Eleventh Grades Learner Outcomes
12	3.01.01	Identify common tasks that require employees to use problem-solving skills.
		Explain the importance on why managers need to build strong relationship within the business environment (i.e. employees, vendors, investors, consumers, etc.)
13	3.01.02	Describe the value of using problem-solving and critical thinking skills to improve a situation or process.
3.02 Employ critical thinking and interpersonal skills to resolve conflicts with staff and/or customers.		
	Expected Tenth and Eleventh Grades Competencies	Suggested Tenth and Eleventh Grades Learner Outcomes
14	3.02.01	Analyze situations and behaviors that affect conflict management.
		Review the methods a manager may use to resolve various conflicts
15	3.02.02	Determine best options/outcomes for conflict resolution using critical thinking skills.
16	3.02.03	Identify with others' feelings, needs, and concerns.
3.03 Identify, write and monitor workplace performance goals to guide progress in assigned areas of responsibility and accountability.		
	Expected Tenth and Eleventh Grades Competencies	Suggested Tenth and Eleventh Grades Learner Outcomes
18	3.03.01	Write goals that meet appropriate criteria: Specific, Measurable, Achievable, Realistic, Time bound
4 SYSTEMS: Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.		
4.01 Analyze accounting systems' contribution to the fiscal stability of a business.		
	Expected Tenth and Eleventh Grades Competencies	Suggested Tenth and Eleventh Grades Learner Outcomes
19	4.01.01	Develop a foundational knowledge of accounting to understand its nature and scope.
		Explain the concept of accounting
		Explain the need for accounting standards (GAAP)
		Discuss the role of ethics in accounting
		Explain the use of technology in accounting
		Explain legal considerations for accounting
4.02 Understand the methods that businesses use to recruit, train and develop human resources.		
	Expected Tenth and Eleventh Grades Competencies	Suggested Tenth and Eleventh Grades Learner Outcomes
20	4.02.01	Describe the role and function of human resources management.
		Discuss the nature of human resources management
		Explain the role of ethics in human resources management
		Describe the use of technology in human resources management
21	4.02.02	Manage business risks to protect a business's financial well-being.
		Identify, assess and evaluate a business's risks

Business Management (12052) .5 credit

Technical Level

Competencies with Suggested Outcomes

5	SAFETY, HEALTH AND ENVIRONMENTAL: <i>Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.</i>		
5.01 Assess and implement safety, health, and environmental controls to enhance business productivity.			
		Expected Tenth and Eleventh Grades Competencies	Suggested Tenth and Eleventh Grades Learner Outcomes
22	5.01.01	Assess needed safety policies/procedures to ensure protection of employees.	Identify potential safety issues Establish safety policies and procedures
6	LEADERSHIP AND TEAMWORK: <i>Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.</i>		
6.01 Employ leadership skills to accomplish organizational goals and objectives.			
		Expected Tenth and Eleventh Grades Competencies	Suggested Tenth and Eleventh Grades Learner Outcomes
23	6.01.01	Analyze and exhibit leadership traits and their various roles within organizations (e.g. contribute ideas; share in building an organization; act as role models to employees by adhering to company policies, procedures, and standards; promote the organization's vision; and mentor others).	Illustrate the difference between leading and managing
24	6.01.02	Consider issues related to self, team, community, diversity, environment, and global awareness when leading others.	Explain the importance on why managers need to build strong relationship within the business environment (i.e. employees, vendors, investors, consumers, etc.)
6.02 Employ and explore organizational and staff development skills to foster positive working relationships and accomplish organizational goals.			
		Expected Tenth and Eleventh Grades Competencies	Suggested Tenth and Eleventh Grades Learner Outcomes
25	6.02.01	Describe how staff growth and development to increase productivity and employee satisfaction.	Identify and explain motivational theories and strategies in managing employees
26	6.02.02	Explain and identify best practices for successful team functioning.	Discuss and demonstrate the importance of vision, mission, and goal setting within the context of the business environment
7	ETHICS AND LEGAL RESPONSIBILITIES: <i>Know and understand the importance of professional ethics and legal responsibilities.</i>		
7.01 Describe business's responsibility to know and abide by laws and regulations that affect business operations.			
		Expected Tenth and Eleventh Grades Competencies	Suggested Tenth and Eleventh Grades Learner Outcomes
27	7.01.01	Demonstrate, manage, obtain and protect information through ethical behavior in a business setting to foster positive internal and external interactions.	Respect the privacy of others Explain ethical considerations in providing information Protect confidential information Determine information appropriate to obtain from a client or another employee Explain the nature of business ethics Demonstrate responsible ethical work behavior (e.g. honesty and integrity) Describe ethics in human resources issues
28	7.01.02	Describe the nature and scope of business laws and regulations.	Discuss the nature of law and sources of law in the United States Describe the US Judicial system hierarchy for legal appeals Describe legal issues affecting businesses and binding contracts

Business Management (12052) .5 credit

Technical Level

Competencies with Suggested Outcomes

8

EMPLOYABILITY AND CAREER DEVELOPMENT: *Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.*

8.01

Explore, obtain, and develop strategies for ensuring a successful business career.

Expected Tenth and Eleventh Grades Competencies		Suggested Tenth and Eleventh Grades Learner Outcomes
29	8.01.01	Utilize career-advancement activities to enhance professional development.
		Describe techniques for obtaining work experience (e.g., volunteer activities, internships)
		Explain the need for ongoing education as a worker
		Explain possible advancement patterns for jobs
		Identify skills needed to enhance career progression
		Utilize resources that can contribute to professional development (e.g., trade journals/periodicals, professional/trade associations, classes/seminars, trade shows, and mentors)

9

TECHNICAL SKILLS: *Use the technical knowledge and skills required to pursue the targeted careers for all pathways in the career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.*

9.01

Access, process, maintain, evaluate, and disseminate information to assist in business decision-making.

Expected Tenth and Eleventh Grades Competencies		Suggested Tenth and Eleventh Grades Learner Outcomes
30	9.01.01	Use information literacy skills to increase workplace efficiency and effectiveness.
		Assess information needs
		Obtain needed information efficiently
		Evaluate quality and source of information
		Apply information to accomplish a task
		Store information for future use
31	9.01.02	Acquire a foundational knowledge of information management to understand its nature and scope.
		Discuss the nature of information management
		Explain the role of ethics in information management
		Explain legal issues associated with information management
32	9.01.03	Maintain business records to facilitate business operations.
		Describe the nature of business records
		Maintain customer records
33	9.01.04	Acquire information to guide business decision-making.
		Describe current business trends
		Monitor internal records for business information
		Conduct an environmental scan to obtain business information
		Interpret statistical findings
34	9.01.05	Manage financial resources to maintain business solvency.
		Describe the nature of budgets
		Explain the nature of operating budgets
		Describe the nature of cost/benefit analysis
		Determine relationships among total revenue, marginal revenue, output, and profit
		Develop company's/department's budget
		Forecast sales
		Calculate financial ratios
		Interpret financial statements

9.02

Employ and explore tools and strategies to influence, plan, control, and organize an organization/department.

Expected Tenth and Eleventh Grades Competencies		Suggested Tenth and Eleventh Grades Learner Outcomes
35	9.02.01	Explain the role that business management has in contributing to business success.
		Explain the concept of management
		Explain the nature of managerial ethics

Business Management (12052) .5 credit

Technical Level

Competencies with Suggested Outcomes

9.03 Plan, monitor, and control day-to-day business functions to ensure continued business operations.

		Expected Tenth and Eleventh Grades Competencies	Suggested Tenth and Eleventh Grades Learner Outcomes
36	9.03.01	Manage purchasing activities to obtain the best service/product at the least cost.	Discuss the importance of maintaining vendor/supplier relationships Negotiate terms with vendors Simulate techniques in establishing and securing bid specifications
37	9.03.02	Manage quality-control processes to minimize errors and to expedite workflow.	Explain the nature of quality management Discuss the need for continuous improvement of the quality process Develop continuous-improvement strategies Develop a plan/program for quality achievement

9.04 Examine risk management strategies and techniques in order to minimize potential business loss.

		Expected Tenth and Eleventh Grades Competencies	Suggested Tenth and Eleventh Grades Learner Outcomes
38	9.04.01	Explain the nature and scope of risk management practices within a business.	Explain the role of ethics in risk management Describe the use of technology in risk management Discuss legal considerations affecting risk management

9.05 Plan, organize, and control an organization/department to optimize overall business success.

		Expected Tenth and Eleventh Grades Competencies	Suggested Tenth and Eleventh Grades Learner Outcomes
39	9.05.01	Plan organization's/department's activities to guide and support decisions and to ensure that staff focus on current and future operational priorities.	Describe the strategic planning process within an organization Develop strategies for achieving company vision Determine alternative actions to take when goals are not being met
40	9.05.02	Develop business plans to meet company needs.	Develop company vision Determine business's overall global strategy Develop company's management plan