

Business Standards and Benchmarks

5/29/2007

1. Understand career concepts as a basis for making appropriate career choices
2. Understand concepts, strategies, and systems needed to interact effectively with others
3. Understand essential mathematical operations and statistical procedures
4. Understand the economic principles and concepts fundamental to business
5. Understand fundamental entrepreneurial concepts that affect business decision making
6. Understand the concepts and apply the principles of accounting, financial decision-making, and personal finance
7. Understand and apply the concepts, systems, and tools needed to gather, access, synthesize, evaluate, and disseminate information
8. Understand and apply the processes and concepts needed for effective business management
9. Understand the basic marketing principles of distribution, price, promotion, and sales

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Standard: Understand career concepts as a basis for making appropriate career choices	<p>Assess personal strengths and weaknesses as they relate to career exploration and development. (CL)</p> <p>Utilize career resources to develop an information base that includes global careers. (CL)</p>	<p>Utilize career resources to develop an information base that includes global careers (GB)</p> <p>Explain the role of international business and analyze its impact on careers (GB)</p>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">C, MC, GF, G</div>	<p>Integrate all forms of communication in the successful pursuit of a career (AWP)</p> <p>Relate work ethic, workplace relationships, and workplace diversity to career development (AWP)</p> <p>Utilize strategies to make a connection between school and work (AWP)</p> <p>Relate the importance of lifelong learning to career development (AWP)</p>
Standard: Understand concepts, strategies, and systems needed to interact effectively with others	<p>Communicate in a clear, courteous, concise, and correct manner (CL)</p> <p>Recognize and develop communication skills used in the workplace (CL)</p> <p>Use technology to enhance the effectiveness of communication (CL)</p>	<p>Use technology to enhance the effectiveness of communication (GB)</p>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">T</div>	<p>Use technology to enhance the effectiveness of communication (AWP) (CA) (EIT)</p>
Standard: Understand essential mathematical operations and statistical procedures	<p>Apply appropriate mathematical operations to solve problems (CL)</p> <p>Analyze and interpret data (CL)</p>	<p>Apply appropriate mathematical operations to solve problems (GB)</p>	<p>Apply appropriate mathematical operations to solve problems (A) (AA)</p>	<p>Apply appropriate mathematical operations to solve problems (CA)</p> <p>Analyze and interpret data (CA)</p>

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Standard: Understand the economic principles and concepts fundamental to business		<p>Understand global economies and their interactions (GB)</p> <p>Understand the U.S. government's role in a free enterprise system (GB)</p> <p>Understand how economic principles affect the workplace (GB)</p> <p>Understand how the individual fits into the economic scheme (GB)</p>	<p>C, T, G, GF, MC</p> <p>- Gen. Bus we explore the concepts of international business which incorporates the internet, multi cultural issues, and outlook of future careers and their makeup.</p>	
Standard: Understand fundamental entrepreneurial concepts that affect business decision making		<p>Identify unique characteristics of an entrepreneur and evaluate the degree to which one possesses those characteristics (GB)</p> <p>Describe how ethics, government, and different forms of business ownership affect the entrepreneurial venture (GB)</p> <p>Describe how cultural differences, export/import opportunities, and current (GB)</p>	<p>Identify, establish, maintain, and analyze appropriate records to make business decisions (A) (AA)</p>	
Standard: Understand the concepts and apply the principles of accounting, financial decision-making, and personal finance			<p>Recognize and understand basic terminology, principles, and concepts in the accounting process (A) (AA)</p> <p>Complete the various steps of the accounting cycle and explain the purpose of each step using manual and/or computerized systems (A) (AA)</p> <p>Interpret and analyze financial statements (A) (AA)</p> <p>Apply appropriate accounting principles to satisfy the legal requirements of a business (A)</p>	

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Standard: Understand and apply the concepts, systems, and tools needed to gather, access, synthesize, evaluate, and disseminate information	<p>Identify available operating systems (CL)</p> <p>Select and use appropriate software applications (CL)</p> <p>Explain advances in computer technology and their legal impact (CL)</p> <p>Understand and follow a code of ethics for information systems use and management (CL)</p>	<p>Understand and follow a code of ethics for information systems use and management (GB)</p>		<p>Identify available operating systems (EIT)</p> <p>Select and use appropriate software applications (CA)</p> <p>Apply decision-making skills in the business environment (AWP)</p> <p>Explain advances in computer technology and their legal impact (EIT)</p> <p>Understand and follow a code of ethics for information systems use and management (EIT) (CA)</p>
Standard: Understand and apply the processes and concepts needed for effective business management		<p>Understand the principles of management (GB)</p> <p>Understand the manager's role (GB)</p> <p>Identify the importance of teams in business (GB)</p> <p>Describe the major governmental regulations of business organizations (GB)</p> <p>Explain the legal rules that impact society (GB)</p>	<p>Understand the legal process (BL)</p> <p>Analyze the relationship between business ethics and the legal processes (BL)</p> <p>Explain the legal rules that impact society (BL)</p>	<p>Describe the activities of managers of human resource departments and their importance to the operation of the organization (AWP)</p> <p>Identify various organizational structures (AWP)</p>
Standard: Understand the basic marketing principles of distribution, price, promotion, and sales		<p>Identify the roles of marketing (GB)</p> <p>Identify ways marketing contributes to a company's image (GB)</p> <p>Communicate effectively with various business constituencies (GB)</p> <p>Develop a marketing plan (GB)</p> <p>Apply economic concepts when making marketing decisions (GB)</p>		

Course List

CL	Computer Literacy	CA	Computer Applications	AWP	Adv. Word Proc./Off. Skills
GB	General Business	BL	Business Law	EIT	Exploring I.T
A	Accounting	AA	Advanced Accounting.	CP	Computer Presentations