



Browse **Quality Core Curriculum Standards by subject**

## **Subject: Business & Information Technology**

### **Grade: 9-12**

Course: Business and Information Technology: 07.44100 Computer Applications

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- 35**     **Topic:** Word Processing  
**Standard:** Demonstrate mastery of basic word processing functions.
- 36**     **Topic:** Word Processing  
**Standard:** Employ advanced word processing concepts.
- 37**     **Topic:** Relational Databases  
**Standard:** Plan and create the structure of a relational database.
- 38**     **Topic:** Relational Databases  
**Standard:** Use a relational database to store/retrieve/analyze information.
- 39**     **Topic:** Spreadsheets  
**Standard:** Demonstrate mastery of basic spreadsheet creation.
- 40**     **Topic:** Spreadsheets  
**Standard:** Employ advanced spreadsheet concepts.
- 41**     **Topic:** Desktop Publishing  
**Standard:** Demonstrate mastery of basic desktop publishing functions.
- 42**     **Topic:** Desktop Publishing  
**Standard:** Employ advanced desktop publishing functions.
- 43**     **Topic:** Presentations  
**Standard:** Demonstrate mastery of basic presentation software functions.
- 44**     **Topic:** Presentations  
**Standard:** Employ advanced presentation software functions.

Course: Accounting: Core Skills

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- 1**     **Topic:** Basic Skills  
**Standard:** Locate, understand, and interpret written information in a variety of formats, including such documents as manuals, graphs, reports, and schedules.
- 2**     **Topic:** Basic Skills  
**Standard:** Communicate thoughts, ideas, information, and messages in writing and technologically create documents such as letters, directions, manuals, reports, graphs, and flowcharts.
- 3**     **Topic:** Basic Skills  
**Standard:** Perform and apply numerical concepts and calculations, and solve problems by choosing appropriately from a variety of mathematical techniques using mental, manual, and technological methods.
- 4**     **Topic:** Basic Skills  
**Standard:** Receive, interpret, and respond to verbal and nonverbal messages in a manner appropriate to a given situation.

- 5**     **Topic:** Basic Skills  
**Standard:** Organize ideas and communicate orally in a clear, concise, and courteous manner.
- 6**     **Topic:** Thinking Skills  
**Standard:** Specify goals, objectives, constraints, and supporting factors.
- 7**     **Topic:** Thinking Skills  
**Standard:** Identify problems, alternative solutions, and consequences of alternative solutions, and use appropriate techniques to resolve given problems.
- 8**     **Topic:** Thinking Skills  
**Standard:** Implement a plan of action making modifications as needed to achieve stated objectives.
- 9**     **Topic:** Thinking Skills  
**Standard:** Use effective learning techniques to acquire and apply new knowledge and skills.
- 10**    **Topic:** Personal Qualities  
**Standard:** Assess self accurately, set personal goals, monitor progress, and exhibit self-control.
- 11**    **Topic:** Personal Qualities  
**Standard:** Choose ethical courses of action.
- 12**    **Topic:** Personal Qualities  
**Standard:** Take initiative to accomplish tasks in a timely manner.
- 13**    **Topic:** Personal Qualities  
**Standard:** Exert a high level of effort and persevere towards goal attainment.
- 14**    **Topic:** Personal Qualities  
**Standard:** Demonstrate adaptability, dependability, responsibility, and such social behaviors as tolerance, honesty, empathy, and courtesy.
- 15**    **Topic:** Interpersonal Skills  
**Standard:** Participate and interact as a team member and leader.
- 16**    **Topic:** Interpersonal Skills  
**Standard:** Share knowledge and skills with others.
- 17**    **Topic:** Interpersonal Skills  
**Standard:** Perform effectively in various environments with people of different ages, genders, cultures, socioeconomic backgrounds, attitudes, and abilities.
- 18**    **Topic:** Interpersonal Skills  
**Standard:** Work to satisfy customer/client expectations.
- 19**    **Topic:** Interpersonal Skills  
**Standard:** Use strategies appropriate to a given situation to prevent and resolve conflicts.
- 20**    **Topic:** Resources  
**Standard:** Select goal-relevant activities, prioritize them, manage time, and prepare and follow schedules.
- 21**    **Topic:** Resources  
**Standard:** Use or prepare budgets, make projections, keep records, and make adjustments to meet objectives.
- 22**    **Topic:** Resources  
**Standard:** Acquire, store, allocate, and use materials and space efficiently.
- 23**    **Topic:** Technology  
**Standard:** Prevent, identify, or solve problems with technical or electronic equipment.
- 24**    **Topic:** Technology  
**Standard:** Operate and maintain technical equipment and the work environment safely following applicable industry

regulations and guidelines.

- 25** **Topic:** Technology  
**Standard:** Utilize a variety of technologies.
- 26** **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of basic economic concepts and how they are applied in business functions and activities.
- 27** **Topic:** Business Aspects  
**Standard:** Identify forms of business ownership.
- 28** **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of the scope of a business, its place within an industry, and the interrelationship of its parts.
- 29** **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of the individual's role, responsibilities, and relationships in the organizational structure of a business.
- 30** **Topic:** Business Aspects  
**Standard:** Maintain safety, health, and environmental standards, and address ergonomic concerns.
- 31** **Topic:** Career Development  
**Standard:** Make potential career decisions based upon interests, abilities, and values, and formulate appropriate plans to reach career goals.
- 32** **Topic:** Career Development  
**Standard:** Demonstrate understanding of the relationship between educational achievement and career planning and how career choices impact family patterns and lifestyle.
- 33** **Topic:** Career Development  
**Standard:** Demonstrate effective skills for seeking and securing employment.
- 34** **Topic:** Career Development  
**Standard:** Demonstrate understanding of education and career development as a lifelong learning process that requires preparation for change.

## Course: Accounting: 07.41100 Principles of Accounting I

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- 35** **Topic:** Accounting Cycle  
**Standard:** Explain the purpose of the accounting system.
- 36** **Topic:** Accounting Cycle  
**Standard:** Apply generally-accepted accounting principles.
- 37** **Topic:** Accounting Cycle  
**Standard:** Classify items as assets, liabilities, or owner's equity.
- 38** **Topic:** Accounting Cycle  
**Standard:** Analyze the effects of revenue, expense, and drawing accounts on owner's equity.
- 39** **Topic:** Accounting Cycle  
**Standard:** Analyze business transactions and their effect on the basic accounting equation using source documents.
- 40** **Topic:** Accounting Cycle  
**Standard:** Apply the double-entry system of accounting when analyzing and journalizing business transactions.
- 41** **Topic:** Accounting Cycle  
**Standard:** Post transactions from a journal to a ledger.

- 42 **Topic:** Accounting Cycle  
**Standard:** Prepare a trial balance.
- 43 **Topic:** Accounting Cycle  
**Standard:** Analyze a trial balance to determine necessary adjustments.
- 44 **Topic:** Accounting Cycle  
**Standard:** Prepare financial statements and explain the ways they relate to each other.
- 45 **Topic:** Accounting Cycle  
**Standard:** Journalize and post adjusting and closing entries.
- 46 **Topic:** Accounting Cycle  
**Standard:** Prepare a post-closing trial balance.
- 47 **Topic:** Accounting Process/ Assets  
**Standard:** Define and identify current and long-term assets and explain their impact on financial statements.
- 48 **Topic:** Accounting Process/ Assets  
**Standard:** Identify cash control techniques.
- 49 **Topic:** Accounting Process/ Assets  
**Standard:** Establish and maintain petty cash and change accounts.
- 50 **Topic:** Accounting Process/Assets  
**Standard:** Examine the benefits of electronic fund transfers, ATM transactions, and uses of a debit card.
- 51 **Topic:** Accounting Process/ Assets  
**Standard:** Create and maintain the accounts receivable subsidiary ledger, account for credit card sales, and apply appropriate accounting techniques for uncollectible accounts.
- 52 **Topic:** Accounting Process/ Assets  
**Standard:** Establish and maintain accounts for receivables and related interest.
- 53 **Topic:** Accounting Process/ Assets  
**Standard:** Calculate sales and purchases discounts.
- 54 **Topic:** Accounting Process/ Assets  
**Standard:** Compare and evaluate inventory concepts and costing procedures and apply these concepts and procedures to merchandising and manufacturing businesses.
- 55 **Topic:** Accounting Process/ Assets  
**Standard:** Calculate depreciation and apply appropriate accounting concepts and techniques for acquisition, depreciation, and disposal of property, plant, and equipment.
- 56 **Topic:** Accounting Process/ Assets  
**Standard:** Reconcile bank statements.
- 57 **Topic:** Accounting Process/ Assets  
**Standard:** Prepare and maintain accounting records for short-and long-term assets using spreadsheet or accounting software.
- 58 **Topic:** Accounting Process/ Liabilities  
**Standard:** Define and identify current and long-term liabilities and explain their impact on financial statements.
- 59 **Topic:** Accounting Process/ Liabilities  
**Standard:** Create and maintain the accounts payable subsidiary ledger.
- 60 **Topic:** Accounting Process/ Liabilities  
**Standard:** Establish and maintain accounts for payables and related interest.
- 61 **Topic:** Accounting Process/ Liabilities

**Standard:** Prepare and maintain accounting records for short-and long-term liabilities using spreadsheet or accounting software.

**62** **Topic:** Accounting Process/ Owner's Equity

**Standard:** Explain the purpose of the capital and drawing accounts for a sole proprietorship and partnership.

**63** **Topic:** Financial Statements

**Standard:** Analyze the income statement and balance sheet of a business using vertical analysis.

**64** **Topic:** Financial Statements

**Standard:** Evaluate the impact of changes in operating procedures, accounting methods, and estimates on the financial statements and ratios using a spreadsheet or accounting software.

**65** **Topic:** Financial Statements

**Standard:** Prepare charts and graphs useful in analyzing the financial condition of the business using a spreadsheet or accounting software.

**66** **Topic:** Financial Statements

**Standard:** Apply the revenue realization and matching principles to income statements for service and merchandising businesses.

**67** **Topic:** Financial Statements

**Standard:** Determine cost of goods sold and gross profit for a merchandising business.

**68** **Topic:** Special Applications/ Forms of Ownership

**Standard:** Compare the advantages and disadvantages of the three forms of business ownership—sole proprietorships, partnerships, and corporations.

**69** **Topic:** Special Applications/ Forms of Ownership

**Standard:** Demonstrate appropriate accounting techniques for the formation, allocation of earnings, dissolution, and liquidation of a partnership.

**70** **Topic:** Special Applications/ Payroll

**Standard:** Prepare and maintain payroll records using manual and computerized systems.

**71** **Topic:** Special Applications/ Payroll

**Standard:** Calculate earnings at an hourly and piece rate and on a salary, commission, and salary/commission basis.

**72** **Topic:** Special Applications/ Payroll

**Standard:** Compute employee gross earnings, deductions, and withholdings to determine net pay.

**73** **Topic:** Special Applications/ Payroll

**Standard:** Calculate employer's payroll taxes including Social Security, Medicare, federal unemployment, state unemployment, other taxes, and other employee benefits paid by the employer.

**74** **Topic:** Special Applications/ Payroll

**Standard:** Prepare federal, state, and local payroll reports.

**75** **Topic:** Global Perspective

**Standard:** Research current International Accounting Standards (IAS).

**76** **Topic:** Global Perspective

**Standard:** Discuss basic international terminology and theories in accounting and finance.

Course: Accounting: 07.41200 Principles of Accounting II

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**35** **Topic:** Review of the Accounting Cycle

**Standard:** Analyze and journalize transactions and prepare appropriate financial statements for a service business organized as a sole proprietorship.

**36** **Topic:** Accounting Adjustments/ Uncollectable Accounts

**Standard:** Analyze and prepare adjustments for uncollectible accounts using direct write-off and allowance methods.

37

**Topic:** Accounting Adjustments/ Uncollectible Accounts

**Standard:** Calculate and interpret accounts receivable turnover ratio.

38

**Topic:** Accounting Adjustments/ Uncollectible Accounts

**Standard:** Compare and contrast the effects of the direct write-off and allowance methods on financial statements.

39

**Topic:** Accounting Adjustments/ Accounting for Plant Assets

**Standard:** Analyze and journalize the acquisition, depreciation, and disposal of plant assets.

40

**Topic:** Accounting Adjustments/ Accounting for Plant Assets

**Standard:** Calculate depreciation using straight-line and declining balance methods.

41

**Topic:** Accounting Adjustments/ Inventory Costing and Analysis

**Standard:** Assign costs to inventory using LIFO, FIFO, weighted average, and lower-of-cost-or-market methods.

42

**Topic:** Accounting Adjustments/ Inventory Costing and Analysis

**Standard:** Differentiate between periodic and perpetual inventory systems.

43

**Topic:** Accounting Adjustments/ Inventory Costing and Analysis

**Standard:** Calculate and interpret merchandise inventory turnover ratio.

44

**Topic:** Accounting Adjustments/ Notes Payable and Notes Receivable

**Standard:** Calculate and journalize interest and payment of notes payable and notes receivable.

45

**Topic:** Accounting Adjustments/ Prepaid and Accrued Expenses

**Standard:** Prepare adjusting and reversing entries for prepaid and accrued expenses.

46

**Topic:** Accounting Adjustments/ Unearned and Accrued Revenues

**Standard:** Prepare adjusting and reversing entries for unearned and accrued revenues.

47

**Topic:** Corporate Accounting/ Organizing a Corporation

**Standard:** Analyze the articles of incorporation required to start a corporation.

48

**Topic:** Corporate Accounting/ Obtaining Capital

**Standard:** Differentiate between common and preferred stock and par- and no-par value stock.

49

**Topic:** Corporate Accounting/ Obtaining Capital

**Standard:** Record issuance of common and preferred stock at par, more or less than par, or for assets other than cash.

50

**Topic:** Corporate Accounting/ Obtaining Capital

**Standard:** Differentiate between the characteristics of stocks and bonds.

51

**Topic:** Corporate Accounting/ Obtaining Capital

**Standard:** Journalize the issuance of bonds as a means of acquiring additional capital.

52

**Topic:** Corporate Accounting/ Obtaining Capital

**Standard:** Calculate and journalize the interest payment on bonds.

53

**Topic:** Corporate Accounting/ Dividends

**Standard:** Journalize transactions for dividend declaration and payment to stockholders.

54

**Topic:** Corporate Accounting/ Financial Analysis and Reporting

**Standard:** Calculate and journalize federal income tax expense and complete the corporate worksheet.

55

**Topic:** Corporate Accounting/ Financial Analysis and Reporting

**Standard:** Prepare income statement, statement of stockholder's equity and balance sheet for a corporation.

56

**Topic:** Corporate Accounting/ Financial Analysis and Reporting

**Standard:** Calculate analysis figures for component percentages, earnings-per-share, price-earnings ratio, accounts receivable turnover ratio, average number of days for payment, rate earned on average stockholder's equity and rate

earned on average total assets.

- 57** **Topic:** Corporate Accounting/ Financial Analysis and Reporting  
**Standard:** Prepare adjusting, closing and reversing entries at the end of the fiscal period, and prepare a post-closing trial balance.
- 58** **Topic:** Accounting Information for Managerial Decisions/ Budget Planning  
**Standard:** Plan and prepare budgets for sales and purchases, selling and administrative expenses, revenue and expense, cash receipts and payments, cash budget.
- 59** **Topic:** Accounting Information for Managerial Decisions/ Budget Planning  
**Standard:** Plan, prepare, and analyze budgeted income statement.
- 60** **Topic:** Accounting Information for Managerial Decisions/ Budget Planning  
**Standard:** Compare the projected budgeted amounts with actual amounts through preparation of a performance report manually or by using spreadsheet software.
- 61** **Topic:** Accounting Information for Managerial Decisions/ Cash Flow Analysis  
**Standard:** Calculate and prepare cash flow statement.
- 62** **Topic:** Accounting Information for Managerial Decisions/ Financial Statement Analysis  
**Standard:** Prepare accounting information necessary for management decisions.
- 63** **Topic:** Accounting Information for Managerial Decisions/ Financial Statement Analysis  
**Standard:** Calculate financial strength analysis by determining current ratio of assets to liabilities, acid-test ratio, debt ratio, working capital, equity ratio, and equity per share.
- 64** **Topic:** Accounting Information for Managerial Decisions/ Financial Statement Analysis  
**Standard:** Prepare comparative financial statements with component percentages for horizontal and vertical trend analysis and determine acceptable levels of financial performance to be used as a basis for management decisions.
- 65** **Topic:** Cost Accounting/ Cost Accounting for Merchandising Businesses  
**Standard:** Prepare departmental margin statement for a specific department.
- 66** **Topic:** Cost Accounting/ Cost Accounting for Merchandising Businesses  
**Standard:** Prepare a worksheet for a merchandising business.
- 67** **Topic:** Cost Accounting/ Cost Accounting for Merchandising Businesses  
**Standard:** Analyze and journalize entries for direct and indirect expenses.
- 68** **Topic:** Cost Accounting/ Cost Accounting for Manufacturing Businesses  
**Standard:** Calculate manufacturing costs of finished goods by determining cost of direct materials, labor and factory overhead; determine the value of inventories of work in process, raw materials, and finished goods.
- 69** **Topic:** Cost Accounting/ Cost Accounting for Manufacturing Businesses  
**Standard:** Journalize manufacturing costs for materials, labor, factory overhead, finished goods and sales, and cost of goods sold.
- 70** **Topic:** Cost Accounting/ Cost Accounting for Manufacturing Businesses  
**Standard:** Prepare end-of-fiscal-period worksheet, income statement, and balance sheet for a manufacturing business.
- 71** **Topic:** Accounting for Other Forms of Organization/ Partnership  
**Standard:** Record journal entries for forming a partnership, admitting new partners, and reporting financial transactions for a partnership.
- 72** **Topic:** Accounting for Other Forms of Organization/ Partnership  
**Standard:** Analyze a partnership agreement and the legal right of mutual agency.
- 73** **Topic:** Accounting for Other Forms of Organization/ Partnership  
**Standard:** Journalize entries to distribute earnings according to fixed percentage, percentage of equity, interest on equity or salaries, and to record liquidation of a partnership.
- 74** **Topic:** Accounting for Other Forms of Organization/ Partnership  
**Standard:** Prepare end-of-fiscal-period worksheet, income statement, distribution of net income statement, balance sheet,

adjusting and closing entries, and post-closing trial balance for a partnership.

- 75**     **Topic:** Accounting for Other Forms of Organization/ Not-for-Profit and Governmental  
**Standard:** Differentiate between the types, purposes, and characteristics of not-for-profit and governmental organization.
- 76**     **Topic:** Accounting for Other Forms of Organization/ Not-for-Profit and Governmental  
**Standard:** Prepare annual operating budget for not-for-profit and governmental organizations.
- 77**     **Topic:** Accounting for Other Forms of Organization/ Not-for-Profit and Governmental  
**Standard:** Journalize property tax revenues, collection of property taxes, delinquent taxes, expenditures and encumbrances, liabilities, and investments of governmental organizations.
- 78**     **Topic:** Accounting for Other Forms of Organization/ Not-for-Profit and Governmental  
**Standard:** Prepare worksheet, statement of revenues, expenditures, and changes in fund balance and balance sheet for not-for-profit and governmental organizations.
- 79**     **Topic:** Accounting for Other Forms of Organization/ Not-for-Profit and Governmental  
**Standard:** Record adjusting and closing entries for not-for-profit and governmental organizations.

## Course: Business Administration: Core Skills

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- 1**     **Topic:** Basic Skills  
**Standard:** Locate, understand, and interpret written information in a variety of formats, including such documents as manuals, graphs, reports, and schedules.
- 2**     **Topic:** Basic Skills  
**Standard:** Communicate thoughts, ideas, information, and messages in writing and technologically create documents such as letters, directions, manuals, reports, graphs, and flowcharts.
- 3**     **Topic:** Basic Skills  
**Standard:** Perform and apply numerical concepts and calculations, and solve problems by choosing appropriately from a variety of mathematical techniques using mental, manual, and technological methods.
- 4**     **Topic:** Basic Skills  
**Standard:** Receive, interpret, and respond to verbal and nonverbal messages in a manner appropriate to a given situation.
- 5**     **Topic:** Basic Skills  
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- 6**     **Topic:** Thinking Skills  
**Standard:** Specify goals, objectives, constraints, and supporting factors.
- 7**     **Topic:** Thinking Skills  
**Standard:** Identify problems, alternative solutions, and consequences of alternative solutions, and use appropriate techniques to resolve given problems.
- 8**     **Topic:** Thinking Skills  
**Standard:** Implement a plan of action making modifications as needed to achieve stated objectives.
- 9**     **Topic:** Thinking Skills  
**Standard:** Use effective learning techniques to acquire and apply new knowledge and skills.
- 10**    **Topic:** Personal Qualities  
**Standard:** Assess self accurately, set personal goals, monitor progress, and exhibit self-control.
- 11**    **Topic:** Personal Qualities  
**Standard:** Choose ethical courses of action.
- 12**    **Topic:** Personal Qualities  
**Standard:** Take initiative to accomplish tasks in a timely manner.



- 13**      **Topic:** Personal Qualities  
**Standard:** Exert a high level of effort and persevere towards goal attainment.
- 14**      **Topic:** Personal Qualities  
**Standard:** Demonstrate adaptability, dependability, responsibility, and such social behaviors as tolerance, honesty, empathy, and courtesy.
- 15**      **Topic:** Interpersonal Skills  
**Standard:** Participate and interact as a team member and leader.
- 16**      **Topic:** Interpersonal Skills  
**Standard:** Share knowledge and skills with others.
- 17**      **Topic:** Interpersonal Skills  
**Standard:** Perform effectively in various environments with people of different ages, genders, cultures, socioeconomic backgrounds, attitudes, and abilities.
- 18**      **Topic:** Interpersonal Skills  
**Standard:** Work to satisfy customer/client expectations.
- 19**      **Topic:** Interpersonal Skills  
**Standard:** Use strategies appropriate to a given situation to prevent and resolve conflicts.
- 20**      **Topic:** Resources  
**Standard:** Select goal-relevant activities, prioritize them, manage time, and prepare and follow schedules.
- 21**      **Topic:** Resources  
**Standard:** Use or prepare budgets, make projections, keep records, and make adjustments to meet objectives.
- 22**      **Topic:** Resources  
**Standard:** Acquire, store, allocate, and use materials and space efficiently.
- 23**      **Topic:** Technology  
**Standard:** Prevent, identify, or solve problems with technical or electronic equipment.
- 24**      **Topic:** Technology  
**Standard:** Operate and maintain technical equipment and the work environment safely following applicable industry regulations and guidelines.
- 25**      **Topic:** Technology  
**Standard:** Utilize a variety of technologies.
- 26**      **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of basic economic concepts and how they are applied in business functions and activities.
- 27**      **Topic:** Business Aspects  
**Standard:** Identify forms of business ownership.
- 28**      **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of the scope of a business, its place within an industry, and the interrelationship of its parts.
- 29**      **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of the individual's role, responsibilities, and relationships in the organizational structure of a business.
- 30**      **Topic:** Business Aspects  
**Standard:** Maintain safety, health, and environmental standards, and address ergonomic concerns.
- 31**      **Topic:** Career Development  
**Standard:** Make potential career decisions based upon interests, abilities, and values, and formulate appropriate plans to reach career goals.

- 32**     **Topic:** Career Development  
**Standard:** Demonstrate understanding of the relationship between educational achievement and career planning and how career choices impact family patterns and lifestyle.
- 33**     **Topic:** Career Development  
**Standard:** Demonstrate effective skills for seeking and securing employment.
- 34**     **Topic:** Career Development  
**Standard:** Demonstrate understanding of education and career development as a lifelong learning process that requires preparation for change.

## Course: Business Administration: 06.41430 International Business

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- 35**     **Topic:** Role and Impact  
**Standard:** Explain the impact of international business on the economy and society at local, regional, and national levels.
- 36**     **Topic:** Role and Impact  
**Standard:** Describe the resources (e.g. ports, trade routes, transportation centers, foreign trade zones, and natural, financial, and human resources) of Georgia and its major international trading partners.
- 37**     **Topic:** Role and Impact  
**Standard:** Determine the impact of geography on international business, to include areas such as climate, time zones, distance, topography, and social, economic, and natural resources.
- 38**     **Topic:** Role and Impact  
**Standard:** Identify the obstacles that must be overcome in international business in countries referred to as developed and developing.
- 39**     **Topic:** Role and Impact  
**Standard:** Identify and locate major US representational office and sources of assistance located abroad.
- 40**     **Topic:** Role and Impact  
**Standard:** Detail the process for securing travel documents.
- 41**     **Topic:** Role and Impact  
**Standard:** Explain the role of US Customs and the customs agencies of other countries.
- 42**     **Topic:** Role and Impact  
**Standard:** Identify various travel issues (safety, poverty, language, currency, health, immunizations, etc.).
- 43**     **Topic:** Role and Impact  
**Standard:** Identify the effect of a selected international business organization's actions on a host country, the company's home country, owners, employees, and consumers.
- 44**     **Topic:** Social, Cultural, Political, Legal, and Economic Factors  
**Standard:** Define terms such as ethnocentrism, stereotyping, and cultural bias.
- 45**     **Topic:** Social, Cultural, Political, Legal, and Economic Factors  
**Standard:** Identify distinctive social and cultural factors affecting business activities (e.g. time, workday, workweek, schedules, and holidays).
- 46**     **Topic:** Social, Cultural, Political, Legal, and Economic Factors  
**Standard:** Predict how the political, social and cultural environment of a given country might impact a company beginning to do business in that country.
- 47**     **Topic:** Social, Cultural, Political, Legal, and Economic Factors  
**Standard:** Identify how trade barriers, tariffs, quotas, and taxation policies affect choices of location for companies operating internationally.
- 48**     **Topic:** Social, Cultural, Political, Legal, and Economic Factors  
**Standard:** Describe and recognize legal differences that exist between and among countries in areas such as consumer

protection, product guidelines, labor laws, contract formulations, liability, and taxation.

- 49** **Topic:** Social, Cultural, Political, Legal, and Economic Factors  
**Standard:** Define terms such as GDP (GNP), balance of trade, foreign debt, and cost of living.
- 50** **Topic:** Social, Cultural, Political, Legal, and Economic Factors  
**Standard:** Analyze the availability of resources in a country and the economic potential of the country to improve its quality of life by engaging in international trade.
- 51** **Topic:** Social, Cultural, Political, Legal, and Economic Factors  
**Standard:** Discuss the effect of literacy level, technology, natural resources availability, and infrastructure on the level of a country's economic development.
- 52** **Topic:** Social, Cultural, Political, Legal, and Economic Factors  
**Standard:** Describe three levels of economic development.
- 53** **Topic:** Social, Cultural, Political, Legal, and Economic Factors  
**Standard:** Evaluate the competitive strengths and weaknesses faced by a company involved in international business.
- 54** **Topic:** International Communication  
**Standard:** Discuss complications involved when speaking or interpreting a language incorrectly while abroad.
- 55** **Topic:** International Communication  
**Standard:** Use words and phrases important to business people in a given language.
- 56** **Topic:** International Communication  
**Standard:** Identify the role of translators and interpreters in international business settings.
- 57** **Topic:** International Communication  
**Standard:** Explain usage of names, titles, and ranks in different cultures and countries.
- 58** **Topic:** International Communication  
**Standard:** Compose effective business communication based on an understanding of the relevant environments and differences in tone, style, and format.
- 59** **Topic:** International Communication  
**Standard:** Discuss the impact of time zones, currency rates, and systems of measurement of business communications.
- 60** **Topic:** International Communication  
**Standard:** Compare business protocol of various countries.
- 61** **Topic:** International Communication  
**Standard:** State examples of non-verbal communications affecting international business relationships and negotiations.
- 62** **Topic:** International Communication  
**Standard:** Relate cultural attitudes toward time, silence, space, and body/eye contact for successful international business relationships.
- 63** **Topic:** International Communication  
**Standard:** List the steps to receive business visitors from specific countries.
- 64** **Topic:** International Communication  
**Standard:** Communicate internationally using electronic communications such as the telephone, fax, video conferencing, Internet, and e-mail.
- 65** **Topic:** Organizational Structure  
**Standard:** Select appropriate form of business ownership (e.g. sole proprietorship, corporation, partnership) for different international business situations.
- 66** **Topic:** Organizational Structure  
**Standard:** Differentiate between international, transnational, multinational, and global companies.
- 67** **Topic:** Organizational Structure

**Standard:** Identify organizations, government agencies, and other resources that a small and/or medium-sized company might use to investigate international trade opportunities.

**68** **Topic:** Organizational Structure

**Standard:** Distinguish between licensing and franchising for international business activities.

**69** **Topic:** Organizational Structure

**Standard:** Identify potential new international business ventures for locally-based companies.

**70** **Topic:** Organizational Structure

**Standard:** Identify risks and rewards related to doing business in a foreign country.

**71** **Topic:** Organizational Structure

**Standard:** List examples of products imported to Georgia and exported from Georgia.

**72** **Topic:** Import/Export and Balance of Trade

**Standard:** List the steps in the importing and exporting process.

**73** **Topic:** Import/Export and Balance of Trade

**Standard:** Identify documents commonly used in the importing and exporting process.

**74** **Topic:** Import/Export and Balance of Trade

**Standard:** Identify import or export opportunities for a good or service and the ability of the company to carry out the role.

**75** **Topic:** Import/Export and Balance of Trade

**Standard:** Describe the role that US Customs and the customs agencies of other countries play in international trade activities.

**76** **Topic:** Import/Export and Balance of Trade

**Standard:** Define why trade barriers such as quotas, tariffs, licensing requirements, and exchange rate controls are imposed by governments.

**77** **Topic:** Import/Export and Balance of Trade

**Standard:** Describe major components of selected international trade agreements (e.g., GATT, NAFTA, WTO).

**78** **Topic:** Management

**Standard:** Identify environmental, cultural, political, and legal factors that influence the use of a particular organizational structure for global business operations (e.g., functional, product, geographic, or matrix).

**79** **Topic:** Management

**Standard:** Describe how quality control, quality circle, and total quality management relate to an organization's international business operations.

**80** **Topic:** Management

**Standard:** Discuss the effect of economic, education, and cultural factors on the use of manual, automated, and computerized production systems.

**81** **Topic:** Management

**Standard:** Identify the factors that influence the application of managerial styles in a specific country.

**82** **Topic:** Management

**Standard:** Describe how differences in occupational health and safety standards impact the conduct of business in developed, developing and undeveloped countries.

**83** **Topic:** Marketing

**Standard:** Contrast international consumer markets and commercial markets.

**84** **Topic:** Marketing

**Standard:** Evaluate market potential for a good or service in a foreign market.

**85** **Topic:** Marketing

**Standard:** Describe situations in which global (standardized) vs. international (adapted) products would be sold.

- 86**      **Topic:** Marketing  
**Standard:** Describe how the product life cycle differs in the international business environment.
- 87**      **Topic:** Marketing  
**Standard:** Identify the factors that must be considered by businesses when setting prices.
- 88**      **Topic:** Marketing  
**Standard:** Contrast direct and indirect distribution channels for international marketing.
- 89**      **Topic:** Marketing  
**Standard:** Appraise which shipping option (e.g., FOB, CIF, etc.) and method (e.g., surface, air, water, electronic) is most appropriate in a given trade situation.
- 90**      **Topic:** Marketing  
**Standard:** Appraise the effectiveness of promotion activities used by a company in a foreign market.
- 91**      **Topic:** Marketing  
**Standard:** Describe how brands and packages are affected by culture and how they may need to be altered before marketing in a new environment.
- 92**      **Topic:** Marketing  
**Standard:** Compare negotiation tactics and types of business relationships in different countries.
- 93**      **Topic:** Marketing  
**Standard:** Compare US consumer protection laws with laws of other countries.
- 94**      **Topic:** Finance and Risk Management  
**Standard:** Explain how currency exchange rates affect companies.
- 95**      **Topic:** Finance and Risk Management  
**Standard:** Identify potential problems of dealing in foreign currencies.
- 96**      **Topic:** Finance and Risk Management  
**Standard:** Calculate foreign exchange rates of various currencies.
- 97**      **Topic:** Finance and Risk Management  
**Standard:** Describe how economic conditions, balance of payment situations, and political issues affect currency values.
- 98**      **Topic:** Finance and Risk Management  
**Standard:** Distinguish between currencies (e.g., hard vs. soft, convertible vs. non-convertible).
- 99**      **Topic:** Finance and Risk Management  
**Standard:** List sources of capital for international, transnational, multinational, and global companies.
- 100**     **Topic:** Finance and Risk Management  
**Standard:** Describe the international monetary system, including the international Monetary Fund, World Bank, and Eurocurrencies.
- 101**     **Topic:** Finance and Risk Management  
**Standard:** Compare international financial markets.
- 102**     **Topic:** Finance and Risk Management  
**Standard:** Describe the mechanics, terminology, conditions, and terms of letters of credit and other documents.
- 103**     **Topic:** Finance and Risk Management  
**Standard:** Identify potential errors in constructing the various types of payment documents used for payment of international trade activities.
- 104**     **Topic:** Finance and Risk Management  
**Standard:** Determine the appropriate form of payment for given international trade situations.
- 105**     **Topic:** Finance and Risk Management

**Standard:** Differentiate between the financial reporting procedures of GAAP and other international standards.

- 106**     **Topic:** Finance and Risk Management  
**Standard:** Identify types of risk that may be encountered in international business.
- 107**     **Topic:** Professionalism and Leadership  
**Standard:** Explain the value of leadership skills.
- 108**     **Topic:** Professionalism and Leadership  
**Standard:** Assess image building and decision making skills.
- 109**     **Topic:** Professionalism and Leadership  
**Standard:** Illustrate public relations techniques.
- 110**     **Topic:** Professionalism and Leadership  
**Standard:** Demonstrate effective teamwork.
- 111**     **Topic:** Professionalism and Leadership  
**Standard:** Outline the goals and principles of student and professional business organizations.

## Course: Business Administration: 06.41500 Business Law

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- 35**     **Topic:** Sources of the Law and Structure of the Court System  
**Standard:** List the most common sources of law.
- 36**     **Topic:** Sources of the Law and Structure of the Court System  
**Standard:** Define and describe the Constitution, particularly the Bill of Rights and additional amendments.
- 37**     **Topic:** Sources of the Law and Structure of the Court System  
**Standard:** Describe the branches of government as presented in the Constitution.
- 38**     **Topic:** Sources of the Law and Structure of the Court System  
**Standard:** Describe the impact of the Constitution on American business.
- 39**     **Topic:** Sources of the Law and Structure of the Court System  
**Standard:** Identify the sources of business law.
- 40**     **Topic:** Sources of the Law and Structure of the Court System  
**Standard:** Compare and contrast federal, state, and local court systems.
- 41**     **Topic:** Sources of the Law and Structure of the Court System  
**Standard:** Distinguish among the various types of courts that deal with business law.
- 42**     **Topic:** Sources of the Law and Structure of the Court System  
**Standard:** Summarize the functions of courts used by business.
- 43**     **Topic:** Sources of the Law and Structure of the Court System  
**Standard:** Analyze the concept of jurisdiction and describe how it applies to business and consumer claims.
- 44**     **Topic:** Sources of the Law and Structure of the Court System  
**Standard:** Explain how court officers are placed in positions.
- 45**     **Topic:** Sources of the Law and Structure of the Court System  
**Standard:** Outline procedures a business would use in various business law cases (e.g., filing suit or trial procedures).
- 46**     **Topic:** Sources of the Law and Structure of the Court System  
**Standard:** Describe the appeals process as it applies to business law cases.
- 47**     **Topic:** Ethics and the Law

**Standard:** Identify ethical character traits (e.g., honesty, integrity, compassion, justice).

48

**Topic:** Ethics and the Law

**Standard:** Identify unethical employee attitudes and behaviors that would lead to unsatisfactory customer services and image development.

49

**Topic:** Ethics and the Law

**Standard:** Discuss various unethical business practices observed in today's business world.

50

**Topic:** Ethics and the Law

**Standard:** Classify unethical and illegal conduct in business and their related consequences.

51

**Topic:** Ethics and the Law

**Standard:** Describe a person's responsibility under the law as it relates to business activities and conduct.

52

**Topic:** Ethics and the Law

**Standard:** Explain the relationship between ethics and law.

53

**Topic:** Ethics and the Law

**Standard:** Describe federal laws dealing with fair business practices including competition, advertising, and pricing.

54

**Topic:** Ethics and the Law

**Standard:** Compare various ethical theories and explain the way social forces may sometimes conflict.

55

**Topic:** Ethics and the Law

**Standard:** Compare and contrast differences in ethical and legal systems among the states and different countries.

56

**Topic:** Procedural Law and Substantive Law

**Standard:** Distinguish between procedural and substantive law.

57

**Topic:** Procedural Law and Substantive Law

**Standard:** Compare/contrast the advantages and disadvantages of negotiation, arbitration, mediation, conciliation, and litigation.

58

**Topic:** Procedural Law and Substantive Law

**Standard:** Distinguish between civil and criminal law.

59

**Topic:** Procedural Law and Substantive Law

**Standard:** Differentiate between types of business crimes, such as arson, forgery, and embezzlement.

60

**Topic:** Procedural Law and Substantive Law

**Standard:** Distinguish between a tort and a crime.

61

**Topic:** Contract Law, Law of Sales and Consumer Law

**Standard:** List the elements required to create a contract.

62

**Topic:** Contract Law, Law of Sales and Consumer Law

**Standard:** Differentiate among classes of contracts, such as bilateral and unilateral; express and implied; and oral and written.

63

**Topic:** Contract Law, Law of Sales and Consumer Law

**Standard:** Describe how the acceptance of an offer can create contractual rights and duties.

64

**Topic:** Contract Law, Law of Sales and Consumer Law

**Standard:** Differentiate among the ways that a contract can be disrupted, such as fraud, non-disclosure, misrepresentation, mistake, duress, and undue influence.

65

**Topic:** Contract Law, Law of Sales and Consumer Law

**Standard:** Explain a minor's right to avoid a contract and identify people who lack contractual capacity.

66

**Topic:** Contract Law, Law of Sales and Consumer Law

**Standard:** Define breach of contract and name legal remedies available for resolution.

- 67** **Topic:** Contract Law, Law of Sales and Consumer Law  
**Standard:** Describe the Uniform Commercial Code (UCC) and explain why the UCC has been adopted by the states.
- 68** **Topic:** Contract Law, Law of Sales and Consumer Law  
**Standard:** Analyze areas of a business and apply the UCC to those areas of business operations.
- 69** **Topic:** Contract Law, Law of Sales and Consumer Law  
**Standard:** Identify various types of warranties and describe how each of the warranties may be excluded or modified.
- 70** **Topic:** Contract Law, Law of Sales and Consumer Law  
**Standard:** List and explain the remedies of the seller and buyer when a sales contract has been breached.
- 71** **Topic:** Contract Law, Law of Sales and Consumer Law  
**Standard:** Define the statute of limitations and describe when the time period of this statute usually begins and ends in a sales transaction.
- 72** **Topic:** Contract Law, Law of Sales and Consumer Law  
**Standard:** Illustrate how legislation, such as Fair Credit Reporting Act, Fair Credit Billing Act, Equal Credit Opportunity Act, Fair Credit Collection Practices Act, and Consumer Credit Protection Act, regulates and affects consumer credit.
- 73** **Topic:** Contract Law, Law of Sales and Consumer Law  
**Standard:** Outline major aspects of consumer protection in such legislation as the Federal Trade Commission Act, the Consumer Product Safety Act, and the Consumer Leasing Act.
- 74** **Topic:** Agency Law and Employment Law  
**Standard:** Demonstrate techniques for dealing with cultural diversity.
- 75** **Topic:** Agency Law and Employment Law  
**Standard:** Apply appropriate behavior when interacting with employees, supervisors, and coworkers.
- 76** **Topic:** Agency Law and Employment Law  
**Standard:** Prepare a business code of ethics determining appropriate business, marketing, and employee behavior.
- 77** **Topic:** Agency Law and Employment Law  
**Standard:** Describe the nature of an agency relationship and list the ways agency relationships may be created.
- 78** **Topic:** Agency Law and Employment Law  
**Standard:** Research and discuss federal law on fair hiring practices.
- 79** **Topic:** Agency Law and Employment Law  
**Standard:** Identify ethical issues facing marketers in current recruiting policies.
- 80** **Topic:** Agency Law and Employment Law  
**Standard:** Identify unethical human resource practices within a business.
- 81** **Topic:** Agency Law and Employment Law  
**Standard:** Demonstrate an understanding of the nature of the employer-employee relationship.
- 82** **Topic:** Agency Law and Employment Law  
**Standard:** Explain the doctrine of employment-at-will and describe the wrongful discharge exceptions to employment-at-will.
- 83** **Topic:** Agency Law and Employment Law  
**Standard:** Explain the relationship of Title VII of the Civil Rights Act to employment.
- 84** **Topic:** Agency Law and Employment Law  
**Standard:** Explain the difference between disparate treatment and disparate impact in discrimination cases.
- 85** **Topic:** Agency Law and Employment Law  
**Standard:** Explain the role of the Equal Employment Opportunity Commission and how it affects employees' rights.
- 86** **Topic:** Agency Law and Employment Law



**Standard:** Demonstrate an understanding of the basis on which employees or applicants may be asked to take tests, such as aptitude, psychological, polygraph, and drug tests.

**87** **Topic:** Agency Law and Employment Law

**Standard:** Assess how legislation, such as the Americans with Disabilities Act, the Immigration Reform and Control Act, and the Occupational Safety and Health Act, regulates employee rights.

**88** **Topic:** Agency Law and Employment Law

**Standard:** Assess how legislation, such as unemployment insurance legislation, workers' compensation legislation, and social security legislation, guarantees worker benefits.

**89** **Topic:** Agency Law and Employment Law

**Standard:** Describe the collective bargaining process.

**90** **Topic:** Agency Law and Employment Law

**Standard:** Assess how legislation, such as the National Labor Relations Act, the Taft-Hartley Act, and the Landrum-Griffin Act, regulates and affects union activities.

**91** **Topic:** Personal Property and Real Property

**Standard:** Define real property, personal property, and fixtures and explain why property distinctions are important.

**92** **Topic:** Personal Property and Real Property

**Standard:** Summarize different methods by which property is acquired and identify the forms of co-ownership of personal and real property.

**93** **Topic:** Personal Property and Real Property

**Standard:** Define intellectual property and list types of intellectual property.

**94** **Topic:** Personal Property and Real Property

**Standard:** Identify a common carrier's liability for loss or damage to goods.

**95** **Topic:** Personal Property and Real Property

**Standard:** Explain the effect of a sale-on-consignment and a sale-on-approval.

**96** **Topic:** Personal Property and Real Property

**Standard:** Distinguish among liens, licenses, and easements and explain the differences.

**97** **Topic:** Personal Property and Real Property

**Standard:** Summarize the major estates in land and describe the major features of each.

**98** **Topic:** Personal Property and Real Property

**Standard:** Outline the method of transferring title (deeding) to real property.

**99** **Topic:** Personal Property and Real Property

**Standard:** Describe the kinds of rental relationships that landlords and tenants may create.

**100** **Topic:** Personal Property and Real Property

**Standard:** Describe the function of warranty and quit claim deeds.

**101** **Topic:** Personal Property and Real Property

**Standard:** Determine methods of transferring real property other than by sale.

**102** **Topic:** Personal Property and Real Property

**Standard:** Distinguish between a lease and a deed.

**103** **Topic:** Personal Property and Real Property

**Standard:** Explain the rights and obligations of landlords and tenants on termination of a lease.

**104** **Topic:** Personal Property and Real Property

**Standard:** Identify federal and state, territory, and province statutes that affect the landlord-tenant relationship.

**105** **Topic:** Commercial Paper, Insurance, Secured Transactions and Bankruptcy

**Standard:** Define and describe the types of commercial paper.

- 106** **Topic:** Commercial Paper, Insurance, Secured Transactions and Bankruptcy  
**Standard:** Explain the importance and function of commercial paper.
- 107** **Topic:** Commercial Paper, Insurance, Secured Transactions and Bankruptcy  
**Standard:** Describe the different types of negotiable instruments and different types of endorsements.
- 108** **Topic:** Commercial Paper, Insurance, Secured Transactions and Bankruptcy  
**Standard:** Summarize the requirements for becoming a holder in due course.
- 109** **Topic:** Commercial Paper, Insurance, Secured Transactions and Bankruptcy  
**Standard:** Compare and contrast the different types of insurance.
- 110** **Topic:** Commercial Paper, Insurance, Secured Transactions and Bankruptcy  
**Standard:** Explain some of the differences in health insurance coverage.
- 111** **Topic:** Commercial Paper, Insurance, Secured Transactions and Bankruptcy  
**Standard:** Describe a secured transaction and explain the requirements for creating a valid security interest.
- 112** **Topic:** Commercial Paper, Insurance, Secured Transactions and Bankruptcy  
**Standard:** Define the major types of collateral.
- 113** **Topic:** Commercial Paper, Insurance, Secured Transactions and Bankruptcy  
**Standard:** Explain the rights of the parties upon the debtor's default.
- 114** **Topic:** Commercial Paper, Insurance, Secured Transactions and Bankruptcy  
**Standard:** Explain the nature of a letter of credit and the liabilities of the various parties to a letter of credit.
- 115** **Topic:** Commercial Paper, Insurance, Secured Transactions and Bankruptcy  
**Standard:** Describe and discuss the various aspects of bankruptcy.
- 116** **Topic:** Commercial Paper, Insurance, Secured Transactions and Bankruptcy  
**Standard:** Identify debts that are not extinguished by bankruptcy and describe alternatives to bankruptcy.
- 117** **Topic:** Wills and Trusts  
**Standard:** Identify the requirement necessary for a valid will.
- 118** **Topic:** Wills and Trusts  
**Standard:** Define Testamentary capacity and testamentary intent.
- 119** **Topic:** Wills and Trusts  
**Standard:** Distinguish between signing, attesting, and publishing a will.
- 120** **Topic:** Wills and Trusts  
**Standard:** Explain how a will may be modified or revoked.
- 121** **Topic:** Wills and Trusts  
**Standard:** Distinguish between the protections given to spouses and to children under the law of wills.
- 122** **Topic:** Wills and Trusts  
**Standard:** Identify the responsibilities of an executor or administrator in the settlement of an estate.
- 123** **Topic:** Wills and Trusts  
**Standard:** Identify the rights and duties of beneficiaries.
- 124** **Topic:** Wills and Trusts  
**Standard:** Explain what happens to a decedent's estate when a person dies without a will.
- 125** **Topic:** Wills and Trusts  
**Standard:** Describe the probating and contesting of a will.
- 126** **Topic:** Wills and Trusts  
**Standard:** Identify the key characteristics of estate planning.

- 127**      **Topic:** Wills and Trusts  
**Standard:** Differentiate among the various types of trusts, such as charitable, private, spendthrift, revocable, and irrevocable trusts.
- 128**      **Topic:** Wills and Trusts  
**Standard:** Identify the powers and duties of trustees.
- 129**      **Topic:** Wills and Trusts  
**Standard:** Explain the advantages and disadvantages of doing estate planning.
- 130**      **Topic:** Impact of Technology  
**Standard:** Define computer law.
- 131**      **Topic:** Impact of Technology  
**Standard:** Analyze the circumstances under which the copyright of a computer program has been violated.
- 132**      **Topic:** Impact of Technology  
**Standard:** Explain how common law, constitutional law, statutory law, and administrative regulations can be used to prevent the use of computers to invade privacy.
- 133**      **Topic:** Impact of Technology  
**Standard:** Outline the various types of federal, state, and local statutes designed to combat computer crime.
- 134**      **Topic:** Environmental Law and Energy Regulation  
**Standard:** Define environmental law.
- 135**      **Topic:** Environmental Law and Energy Regulation  
**Standard:** Relate the historical development of environmental law.
- 136**      **Topic:** Environmental Law and Energy Regulation  
**Standard:** Describe the various federal statutes, such as the National Environmental Policy Act, the Clean Air Act, the Clean Water Act, and the Toxic Substance Control Act that impact upon the environment.
- 137**      **Topic:** Environmental Law and Energy Regulation  
**Standard:** Describe the various state statutes that impact upon the environment.
- 138**      **Topic:** Environmental Law and Energy Regulation  
**Standard:** Explain the need for energy regulation and conservation.
- 139**      **Topic:** Environmental Law and Energy Regulation  
**Standard:** Relate the historical development of energy regulation.
- 140**      **Topic:** Environmental Law and Energy Regulation  
**Standard:** Describe the various federal agencies, such as the Department of Energy, the Energy Regulatory Commission, and the Nuclear Regulatory Commission that impact upon energy regulation and conservation.
- 141**      **Topic:** Environmental Law and Energy Regulation  
**Standard:** Describe the various state statutes that impact upon energy regulation and conservation.
- 142**      **Topic:** Professionalism and Leadership  
**Standard:** Explain the value of leadership skills.
- 143**      **Topic:** Professionalism and Leadership  
**Standard:** Assess image building and decision making skills.
- 144**      **Topic:** Professionalism and Leadership  
**Standard:** Illustrate public relations techniques.
- 145**      **Topic:** Professionalism and Leadership  
**Standard:** Demonstrate effective teamwork.
- 146**      **Standard:** Outline the goals and principles of student and professional business organizations.

- 35**      **Topic:** Functions of Management - Planning  
**Standard:** Identify the functions of management.
- 36**      **Topic:** Functions of Management - Planning  
**Standard:** Explain what planning is and why it is done.
- 37**      **Topic:** Functions of Management - Planning  
**Standard:** Examine the role of strategic planning in business.
- 38**      **Topic:** Functions of Management - Planning  
**Standard:** Distinguish between strategic (long-term) and operational (short-term) plans.
- 39**      **Topic:** Functions of Management - Planning  
**Standard:** Describe the process in developing a budget.
- 40**      **Topic:** Functions of Management – Organizing  
**Standard:** Explain how the organizing function relates to using various resources to accomplish strategic goals.
- 41**      **Topic:** Functions of Management – Organizing  
**Standard:** Summarize the advantages and disadvantages of centralization and decentralization.
- 42**      **Topic:** Functions of Management – Organizing  
**Standard:** Describe how the organization provides for accountability through authority and responsibility.
- 43**      **Topic:** Functions of Management – Organizing  
**Standard:** Illustrate types of organization structure: line, line and staff, matrix, committee, and grapevine.
- 44**      **Topic:** Functions of Management - Directing  
**Standard:** Identify the need for leadership.
- 45**      **Topic:** Functions of Management - Directing  
**Standard:** Describe leadership qualities (personality traits).
- 46**      **Topic:** Functions of Management - Directing  
**Standard:** Compare and contrast alternative leadership styles and the appropriate style for a given situation.
- 47**      **Topic:** Functions of Management - Directing  
**Standard:** Contrast the differences between Theories X, Y, and Z as they relate to differences in leadership and management styles.
- 48**      **Topic:** Functions of Management - Directing  
**Standard:** Assess how individual needs and motivation impact management styles.
- 49**      **Topic:** Functions of Management - Directing  
**Standard:** Define quality management and evolution of quality overall.
- 50**      **Topic:** Functions of Management - Directing  
**Standard:** Outline examples of why quality management is a necessity to compete successfully in the global marketplace.
- 51**      **Topic:** Functions of Management - Directing  
**Standard:** Define diversity and the importance of having it in an organization.
- 52**      **Topic:** Functions of Management - Directing  
**Standard:** Show the advantages and disadvantages of the team concept to the organizations.
- 53**      **Topic:** Functions of Management – Conrolling & Evaluating  
**Standard:** Delineate the control function and discuss why it is used in business.

- 54**      **Topic:** Functions of Management – Controlling & Evaluating  
**Standard:** Assess the controlling strategy to be used for a given business situation.
- 55**      **Topic:** Functions of Management – Controlling & Evaluating  
**Standard:** Outline alternative actions when goals are not being met in a specific situation (e.g., changing goals, changing strategies).
- 56**      **Topic:** Functions of Management – Controlling & Evaluating  
**Standard:** Explain and apply the six-step decision-making process to business situations.
- 57**      **Topic:** Organizational Structures  
**Standard:** Identify the levels of management.
- 58**      **Topic:** Organizational Structures  
**Standard:** Describe line vs. staff departments and the authority relationship between them.
- 59**      **Topic:** Organizational Structures  
**Standard:** Differentiate between tall and flat organizational structures.
- 60**      **Topic:** Organizational Structures  
**Standard:** Compare and contrast the forms of business ownership.
- 61**      **Topic:** Organizational Structures  
**Standard:** Define franchising.
- 62**      **Topic:** Organizational Structures  
**Standard:** Analyze the interrelationships of a variety of organizational models.
- 63**      **Topic:** Organizational Structures  
**Standard:** Interpret organization charts and determine need for modification.
- 64**      **Topic:** Human Resources Management  
**Standard:** Explain why orientation and ongoing training are needed for successful employee performance.
- 65**      **Topic:** Human Resources Management  
**Standard:** State why professional development is a shared responsibility between the business and the individual.
- 66**      **Topic:** Human Resources Management  
**Standard:** Assess the benefits of other forms of employee development such as workshops, conferences, course work, and professional associations.
- 67**      **Topic:** Human Resources Management  
**Standard:** Assess the consequences of positive or negative performance appraisals.
- 68**      **Topic:** Human Resources Management  
**Standard:** Describe the legal implications of using appraisals to terminate or demote employees.
- 69**      **Topic:** Human Resources Management  
**Standard:** Identify methods used to determine staffing needs.
- 70**      **Topic:** Human Resources Management  
**Standard:** Identify recruitment sources of new employees.
- 71**      **Topic:** Human Resources Management  
**Standard:** Identify methods used to recruit and select employees that will be matched to appropriate jobs.
- 72**      **Topic:** Human Resources Management  
**Standard:** Discuss the Equal Employment Opportunity Commission (EEOC) guidelines for recruitment and concerns in the screening and selection process.
- 73**      **Topic:** Human Resources Management  
**Standard:** Describe how affirmative action and the right to privacy legislation impact the recruitment and selection process

and why it is important.

- 74** **Topic:** Human Resources Management  
**Standard:** Identify common selection tools used in the hiring process.
- 75** **Topic:** Human Resources Management  
**Standard:** Identify interview techniques used to prepare for an interview.
- 76** **Topic:** Human Resources Management  
**Standard:** Develop a job description and determine how it will be used in the recruiting process.
- 77** **Topic:** Human Resources Management  
**Standard:** Categorize the common elements of a labor contract.
- 78** **Topic:** Human Resources Management  
**Standard:** Identify procedures involved in the grievance process.
- 79** **Topic:** Human Resources Management  
**Standard:** Discuss the role of human resources personnel in the collective bargaining process.
- 80** **Topic:** Human Resources Management  
**Standard:** Identify benefits available to all employees.
- 81** **Topic:** Human Resources Management  
**Standard:** Describe policies and procedures used to determine employee compensation.
- 82** **Topic:** Human Resources Management  
**Standard:** Outline criteria for promoting employees.
- 83** **Topic:** Human Resources Management  
**Standard:** Describe the relative merits and possible disadvantages of internal promotion vs. hiring from outside.
- 84** **Topic:** Human Resources Management  
**Standard:** Examine the consequences of downsizing on the individual, the company, the economy, and society.
- 85** **Topic:** Human Resources Management  
**Standard:** Describe how the workplace has changed as a result of labor legislation (e.g., drug testing, ADA, sexual harassment, safety).
- 86** **Topic:** Financial Management  
**Standard:** Describe why financial statements are important.
- 87** **Topic:** Financial Management  
**Standard:** Examine data that appears in financial statements and show how the data is interpreted for important decisions (e.g., income statements, balance sheets, and statements of net worth).
- 88** **Topic:** Financial Management  
**Standard:** Identify steps in preparing and revising a budget.
- 89** **Topic:** Financial Management  
**Standard:** Develop plans to control and/or reduce business expenses.
- 90** **Topic:** Financial Management  
**Standard:** Explain profitability and how companies determine break-even analysis.
- 91** **Topic:** Financial Management  
**Standard:** Compare and contrast traditional and nontraditional sources for securing financing.
- 92** **Topic:** Financial Management  
**Standard:** Calculate financial ratios, such as a current ratio, quick ratio, and average collection ratio, for a given a set of financial data.
- 93** **Topic:** Financial Management

**Standard:** Examine business indicators that aid in forecasting business trends.

94

**Topic:** Operations Management

**Standard:** Describe factors involved in operations management.

95

**Topic:** Operations Management

**Standard:** Describe the factors considered when selecting suppliers.

96

**Topic:** Operations Management

**Standard:** Analyze the problems associated with surplus or a shortage of inventory.

97

**Topic:** Operations Management

**Standard:** Outline the steps involved in receiving, inspecting, and storing inventory.

98

**Topic:** Operations Management

**Standard:** Contrast the basic forms of inventory carried by a manufacturing firm and a retail store.

99

**Topic:** Operations Management

**Standard:** Describe various types of situations in which Just-In-Time inventory can and should be used.

100

**Topic:** General Management Skills

**Standard:** Discuss the importance of time management.

101

**Topic:** General Management Skills

**Standard:** Perform a personal time management analysis for a given period of time.

102

**Topic:** General Management Skills

**Standard:** Develop a time management plan using cases and simulations.

103

**Topic:** General Management Skills

**Standard:** Assess the role of technology in the overall management process.

104

**Topic:** General Management Skills

**Standard:** Use current technology in various facets of the managerial process.

105

**Topic:** General Management Skills

**Standard:** Describe the advantages of networking in order to achieve personal and professional advancements.

106

**Topic:** General Management Skills

**Standard:** Recognize available resources useful for making professional contacts (e.g., career development centers, business schools, alumni, business leaders).

107

**Topic:** General Management Skills

**Standard:** Describe the importance of effective communication.

108

**Topic:** General Management Skills

**Standard:** Identify techniques used for effective delegation.

109

**Topic:** General Management Skills

**Standard:** Describe techniques for giving directions and introducing change.

110

**Topic:** General Management Skills

**Standard:** List important considerations for developing techniques used for group meetings, committees, and conferences.

111

**Topic:** General Management Skills

**Standard:** Discuss the importance of discipline and morale within a business.

112

**Topic:** General Management Skills

**Standard:** Define the entrepreneurial way of thinking and describe why it is important.

113

**Topic:** General Management Skills

**Standard:** Apply the entrepreneurial way of thinking to solving managerial problems.

- 114**      **Topic:** Marketing/Competitive Advantage  
**Standard:** Differentiate ways businesses compete with one another (e.g., quality, service, status, price).
- 115**      **Topic:** Marketing/Competitive Advantage  
**Standard:** Define market share.
- 116**      **Topic:** Marketing/Competitive Advantage  
**Standard:** Identify the relationships among price, market share, and profitability.
- 117**      **Topic:** Marketing/Competitive Advantage  
**Standard:** Compare/contrast various forms of competition (e.g., pure competition, oligopoly, monopolistic competition, and monopoly).
- 118**      **Topic:** Marketing/Competitive Advantage  
**Standard:** Describe the laws that impact competition.
- 119**      **Topic:** Marketing/Competitive Advantage  
**Standard:** Describe the elements and functions of marketing.
- 120**      **Topic:** Marketing/Competitive Advantage  
**Standard:** Identify managerial responsibilities for marketing functions.
- 121**      **Topic:** Marketing/Competitive Advantage  
**Standard:** Describe methods to increase market share.
- 122**      **Topic:** Marketing/Competitive Advantage  
**Standard:** Compare and contrast external and internal market research services.
- 123**      **Topic:** Ethics  
**Standard:** Explain the importance of trust for the successful conduct of business.
- 124**      **Topic:** Ethics  
**Standard:** Illustrate results of unethical behavior.
- 125**      **Topic:** Ethics  
**Standard:** Outline a business code of ethics.
- 126**      **Topic:** Ethics  
**Standard:** List examples of how unethical behavior leads to government regulations.
- 127**      **Topic:** Ethics  
**Standard:** Identify ethical considerations resulting from technological advances such as computer snooping or hacking.
- 128**      **Topic:** Ethics  
**Standard:** Assess ethical consideration resulting from increased international competition such as dumping goods on the market at below-cost prices and trading with countries where unfair labor practices, bribery, and human rights violations exist.
- 129**      **Topic:** Ethics  
**Standard:** Assess ethical considerations resulting from increasing business positioning with politicians such as lobbying, gift-giving, and awarding honoraria to political leaders for political gain.
- 130**      **Topic:** Ethics  
**Standard:** Assess ethical considerations involving employer/employee relationships such as poor working conditions, hours wasted on the job, and employee theft.
- 131**      **Topic:** Ethics  
**Standard:** Assess ethical considerations affecting consumers such as false advertising and shoplifting.
- 132**      **Topic:** Government Regulations and Community Involvement  
**Standard:** Summarize how various laws impact the operation of a business.



- 133**      **Topic:** Government Regulations and Community Involvement  
**Standard:** Compare specific government regulations and their impact on doing business both domestically and internationally.
- 134**      **Topic:** Government Regulations and Community Involvement  
**Standard:** Identify regulating responsibilities held by various government agencies involved in commerce and trade.
- 135**      **Topic:** Government Regulations and Community Involvement  
**Standard:** Discuss the importance of confidentiality.
- 136**      **Topic:** Government Regulations and Community Involvement  
**Standard:** Discuss how business influences government regulations.
- 137**      **Topic:** Government Regulations and Community Involvement  
**Standard:** Identify specific ways in which a company can help its community.
- 138**      **Topic:** Government Regulations and Community Involvement  
**Standard:** Show the pros and cons of various levels of community involvement by a business.
- 139**      **Topic:** Professionalism and Leadership  
**Standard:** Explain the value of leadership skills.
- 140**      **Topic:** Professionalism and Leadership  
**Standard:** Assess image building and decision making skills.
- 141**      **Topic:** Professionalism and Leadership  
**Standard:** Illustrate public relations techniques.
- 142**      **Topic:** Professionalism and Leadership  
**Standard:** Demonstrate effective teamwork.
- 143**      **Topic:** Professionalism and Leadership  
**Standard:** Outline the goals and principles of student and professional business organizations.

## Course: Business Administration: 06.41700 Entrepreneurship

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- 35**      **Topic:** Characteristics of an Entrepreneur  
**Standard:** Define entrepreneurship.
- 36**      **Topic:** Characteristics of an Entrepreneur  
**Standard:** Explain why individuals become entrepreneurs.
- 37**      **Topic:** Characteristics of an Entrepreneur  
**Standard:** Identify and describe the characteristics of a successful entrepreneur.
- 38**      **Topic:** Characteristics of an Entrepreneur  
**Standard:** List the advantages and risks of owning a business.
- 39**      **Topic:** Characteristics of an Entrepreneur  
**Standard:** Identify the common reasons for small business failure.
- 40**      **Topic:** Characteristics of an Entrepreneur  
**Standard:** Evaluate personal entrepreneurial characteristics.
- 41**      **Topic:** Business Planning  
**Standard:** Describe the importance of planning.
- 42**      **Topic:** Business Planning  
**Standard:** Develop a vision for a specific business.

- 43 **Topic:** Business Planning  
**Standard:** Establish criteria to use for monitoring achievement of the vision for a specific business.
- 44 **Topic:** Business Planning  
**Standard:** Establish goals and objectives for a planned business.
- 45 **Topic:** Business Planning  
**Standard:** Analyze components and formats of a business plan.
- 46 **Topic:** Business Planning  
**Standard:** Describe the advantages of a well-prepared business plan.
- 47 **Topic:** Business Planning  
**Standard:** Describe how the government affects businesses.
- 48 **Topic:** Business Planning  
**Standard:** Categorize forms of business ownership.
- 49 **Topic:** Business Planning  
**Standard:** Identify factors to consider when selecting business sites.
- 50 **Topic:** Business Planning  
**Standard:** Identify types of assistance offered by Small Business Development Center, Chamber of Commerce, Service Corp of Retired Executives, and other state and federal government agencies when developing a business plan.
- 51 **Topic:** Business Planning  
**Standard:** Create and present a plan for a specific business.
- 52 **Topic:** Marketing  
**Standard:** Explain elements of the marketing mix.
- 53 **Topic:** Marketing  
**Standard:** Substantiate the role of market research.
- 54 **Topic:** Marketing  
**Standard:** Substantiate the importance of defining a target market and marketing niche.
- 55 **Topic:** Marketing  
**Standard:** Identify factors that affect price.
- 56 **Topic:** Marketing  
**Standard:** Describe pricing strategies.
- 57 **Topic:** Marketing  
**Standard:** Describe the role of promotion as it applies to small business.
- 58 **Topic:** Marketing  
**Standard:** Distinguish among the elements of the promotional mix.
- 59 **Topic:** Marketing  
**Standard:** Identify components of a marketing plan.
- 60 **Topic:** Marketing  
**Standard:** Develop a marketing plan for a specific business.
- 61 **Topic:** Finance  
**Standard:** Analyze costs associated with operating a small business.
- 62 **Topic:** Finance  
**Standard:** Compare/contrast sources of funding used in financing a business.
- 63 **Topic:** Finance

**Standard:** Determine information needed to obtain financing.

64

**Topic:** Finance

**Standard:** Identify components for a new business financial plan.

65

**Topic:** Finance

**Standard:** Identify start-up and operating expenses for a specific business.

66

**Topic:** Finance

**Standard:** Develop a financial plan for a specific business.

67

**Topic:** Finance

**Standard:** Interpret financial records used in a small business.

68

**Topic:** Finance

**Standard:** Explain the importance of budgeting and maintaining a positive cash flow.

69

**Topic:** Finance

**Standard:** Calculate the number of products to be sold to make a profit (break-even analysis).

70

**Topic:** Finance

**Standard:** Identify advantages and disadvantages of establishing customer credit.

71

**Topic:** Record Keeping

**Standard:** Compare/contrast the various types of business records and their interrelationships.

72

**Topic:** Record Keeping

**Standard:** Summarize the relationship of record keeping and tax reporting.

73

**Topic:** Record Keeping

**Standard:** Complete basic records for a business (e.g., budget, cash sales, credit card, checkbook, promissory notes).

74

**Topic:** Management

**Standard:** Describe the role of management in a successful business.

75

**Topic:** Management

**Standard:** Identify components of a management plan.

76

**Topic:** Management

**Standard:** Develop a management plan.

77

**Topic:** Management

**Standard:** Identify the components of human resources management.

78

**Topic:** Management

**Standard:** Assess motivational techniques used to increase performance levels.

79

**Topic:** Management

**Standard:** Prepare human resource management policies.

80

**Topic:** Management

**Standard:** Determine operating policies needed for the success of a small business.

81

**Topic:** Management

**Standard:** Determine the staffing needs of a new business.

82

**Topic:** Management

**Standard:** Determine how staffing needs of a business change as the business grows.

83

**Topic:** Management

**Standard:** Develop a plan for inventory control, safety, and risk management.

- 84**      **Topic:** Management  
**Standard:** Describe the factors to consider when selecting vendors.
- 85**      **Topic:** Import/Export Opportunities, Cultural Differences, and Current Trends  
**Standard:** Differentiate export and import.
- 86**      **Topic:** Import/Export Opportunities, Cultural Differences, and Current Trends  
**Standard:** Illustrate the benefits and risks of international trade.
- 87**      **Topic:** Import/Export Opportunities, Cultural Differences, and Current Trends  
**Standard:** Investigate international trade opportunities.
- 88**      **Topic:** Import/Export Opportunities, Cultural Differences, and Current Trends  
**Standard:** Identify forms of financial export assistance programs.
- 89**      **Topic:** Import/Export Opportunities, Cultural Differences, and Current Trends  
**Standard:** Evaluate reasons for expanding a business internationally.
- 90**      **Topic:** Import/Export Opportunities, Cultural Differences, and Current Trends  
**Standard:** Assess the impact of business expansion from domestic to international.
- 91**      **Topic:** Import/Export Opportunities, Cultural Differences, and Current Trends  
**Standard:** Identify exporting requirements for small businesses.
- 92**      **Topic:** Import/Export Opportunities, Cultural Differences, and Current Trends  
**Standard:** Describe influences of other cultures on American business.
- 93**      **Topic:** Import/Export Opportunities, Cultural Differences, and Current Trends  
**Standard:** Compare/contrast business practices in different countries.
- 94**      **Topic:** Import/Export Opportunities, Cultural Differences, and Current Trends  
**Standard:** Identify opportunities for small business development based on trends in the global marketplace.
- 95**      **Topic:** Technology  
**Standard:** Identify technology requirements (hardware and software) for a start-up business.
- 96**      **Topic:** Technology  
**Standard:** Assess the need to establish a Web site to sell goods via the Internet.
- 97**      **Topic:** Technology  
**Standard:** Identify the components of e-commerce.
- 98**      **Topic:** Technology  
**Standard:** Create an Internet Marketing Plan.
- 99**      **Topic:** Ethics  
**Standard:** Discuss examples of honest and dishonest business practices.
- 100**     **Topic:** Ethics  
**Standard:** Define ethics and identify common ethical issues that are encountered by an entrepreneur.
- 101**     **Topic:** Ethics  
**Standard:** Evaluate the effect on a business based on unethical behavior.
- 102**     **Topic:** Ethics  
**Standard:** Illustrate strategies that address and improve ethical behavior in a small business.
- 103**     **Topic:** Government  
**Standard:** Identify sales, income, and self-employment taxes from the federal, state, and local levels that are the responsibilities of a business.
- 104**     **Topic:** Government

**Standard:** Give examples of licenses a small business must obtain.

**105**      **Topic:** Government

**Standard:** Analyze OSHA, FTC, FCC, and UCC regulations and agencies that impact a business venture.

**106**      **Topic:** Government

**Standard:** Investigate the role of government regulations in dealing with customers and employees.

**107**      **Topic:** Government

**Standard:** Analyze OSHA, Social Security, EEOC, Affirmative Action, ADA, FMLA regulations affecting the operation of a business.

**108**      **Topic:** Government

**Standard:** Define license, permit, contract, patent, copyright, trademark, and logo, and identify issuing agencies.

**109**      **Topic:** Government

**Standard:** Discuss environmental protection legislation and its impact of small business.

**110**      **Topic:** Government

**Standard:** Explain the components of the Fair Credit Billing Act.

**111**      **Topic:** Government

**Standard:** List and explain the components of a legally inferable contract.

**112**      **Topic:** Government

**Standard:** Distinguish between various types of contracts.

**113**      **Topic:** Government

**Standard:** Analyze the sales of goods and risks involved.

**114**      **Topic:** Government

**Standard:** Discuss the rights and responsibilities of vendors in sales contracts.

**115**      **Topic:** Government

**Standard:** Classify property and explain the reason for its classification.

**116**      **Topic:** Government

**Standard:** Describe the types of real property that are available to business owners.

**117**      **Topic:** Government

**Standard:** Explain insurable interest.

**118**      **Topic:** Professionalism and Leadership

**Standard:** Explain the value of leadership skills.

**119**      **Topic:** Professionalism and Leadership

**Standard:** Assess image building and decision making skills.

**120**      **Topic:** Professionalism and Leadership

**Standard:** Illustrate public relations techniques.

**121**      **Topic:** Professionalism and Leadership

**Standard:** Demonstrate effective teamwork.

**122**      **Topic:** Professionalism and Leadership

**Standard:** Outline the goals and principles of student and professional business organizations.

Course: Business Administration: 07.48410 Communications for Business

**Standard:** Discuss the importance of time management.

**36** **Topic:** Organizational Skills

**Standard:** Perform a personal time management analysis for a given period of time.

**37** **Topic:** Organizational Skills

**Standard:** Develop a time management plan using cases and simulations.

**38** **Topic:** Organizational Skills

**Standard:** Organize materials, notes, and thoughts for use in written and verbal communication.

**39** **Topic:** Organizational Skills

**Standard:** Develop outlines for impromptu written and verbal communications.

**40** **Topic:** Professional and Organizational Communication

**Standard:** Demonstrate proper respect for authority and diversity.

**41** **Topic:** Professional and Organizational Communication

**Standard:** Respond appropriately to passive, assertive, and aggressive behaviors.

**42** **Topic:** Professional and Organizational Communication

**Standard:** Apply work ethics in a business environment.

**43** **Topic:** Professional and Organizational Communication

**Standard:** Demonstrate the application of problem-solving skills to resolve conflicts.

**44** **Topic:** Professional and Organizational Communication

**Standard:** Write short-term and long-term personal and professional goals.

**45** **Topic:** Professional and Organizational Communication

**Standard:** Give and follow verbal and written communication.

**46** **Topic:** Professional and Organizational Communication

**Standard:** Describe common types of unethical behavior in the workplace.

**47** **Topic:** Written Communication

**Standard:** Format, compose and produce various types of business correspondence (letters, memos, reports, resumes, e-mail).

**48** **Topic:** Written Communication

**Standard:** Utilize appropriate punctuation, word usage, and expression of numbers in business documents.

**49** **Topic:** Written Communication

**Standard:** Compose written communications applying the "you" attitude and tone.

**50** **Topic:** Written Communication

**Standard:** Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous.

**51** **Topic:** Written Communication

**Standard:** Enhance documents using electronic spell check, thesaurus, grammar check, layout, design, and graphics as needed.

**52** **Topic:** Written Communication

**Standard:** Respond in writing to routine business situations.

**53** **Topic:** Written Communication

**Standard:** Distinguish between paraphrasing and plagiarism.

**54** **Topic:** Written Communication

**Standard:** Use bias free language.

**55** **Topic:** Oral Communications and Presentations

**Standard:** Use proper telephone techniques and etiquette.

**56** **Topic:** Oral Communications and Presentations

**Standard:** Identify proper procedures for greeting visitors.

**57** **Topic:** Oral Communications and Presentations

**Standard:** Apply practices associated with effective formal and informal presentations.

- 58** **Topic:** Oral Communications and Presentations  
**Standard:** Organize thoughts to reflect logical, positive and tactful thinking before speaking.
- 59** **Topic:** Oral Communications and Presentations  
**Standard:** Outline the important points of a speech.
- 60** **Topic:** Oral Communications and Presentations  
**Standard:** Deliver impromptu and planned speeches.
- 61** **Topic:** Listening and Observation  
**Standard:** Record complete and accurate messages.
- 62** **Topic:** Listening and Observation  
**Standard:** Listen attentively by taking accurate notes and summarizing the main points.
- 63** **Topic:** Listening and Observation  
**Standard:** Record major points of a speaker's message.
- 64** **Topic:** Listening and Observation  
**Standard:** Recognize and use appropriate non-verbal communication.
- 65** **Topic:** Listening and Observation  
**Standard:** Interpret and respond to verbal messages and other cues, such as body language, in ways that are appropriate.
- 66** **Topic:** International Communication  
**Standard:** Distinguish time zones.
- 67** **Topic:** International Communication  
**Standard:** Demonstrate an understanding of and respect for the business customs and etiquette of various cultures.
- 68** **Topic:** International Communication  
**Standard:** Prepare letters and documents for different audiences in various countries.
- 69** **Topic:** International Communication  
**Standard:** Give examples of the different meanings of non-verbal messages in different cultures.
- 70** **Topic:** Technological Communication  
**Standard:** Use telephone systems, videos, CD-ROMS, scanners, copiers, and other basic business equipment.
- 71** **Topic:** Technological Communication  
**Standard:** Utilize electronic message technologies (facsimile machines, voice mail, conference calls, pagers, email, chat rooms, Web conferencing, etc.) to communicate.
- 72** **Topic:** Technological Communication  
**Standard:** Identify security methods for business data.
- 73** **Topic:** Technological Communication  
**Standard:** Apply the rules of electronic message etiquette.
- 74** **Topic:** Technological Communication  
**Standard:** Evaluate messages and select appropriate technology for transmitting them.
- 75** **Topic:** Technological Communication  
**Standard:** Utilize speech recognition software and hardware.
- 76** **Topic:** Technological Communication  
**Standard:** Apply procedures involved in teleconferencing, videoconferencing, Web conferencing, and Web casting.
- 77** **Topic:** Technological Communication  
**Standard:** Research, plan, and present a multimedia presentation using text, pictures, graphics, images, sound, color, and full motion video as available.
- 78** **Topic:** Technological Communication  
**Standard:** Identify and discuss ethics, ownership, employees' rights to information, and confidentiality issues related to electronic communications and data.
- 79** **Topic:** Employment Communication  
**Standard:** Assess various negotiating skills and techniques.
- 80** **Topic:** Employment Communication

**Standard:** Outline a negotiation strategy.

**81** **Topic:** Employment Communication

**Standard:** Utilize various negotiation techniques in multiple situations.

**82** **Topic:** Employment Communication

**Standard:** Discuss the assessment of interests, skills, and abilities as they relate to selecting a job/career.

**83** **Topic:** Employment Communication

**Standard:** List and discuss qualities that employers expect in potential employees.

**84** **Topic:** Employment Communication

**Standard:** Identify ways to find appropriate jobs, including the use of the personal network.

**85** **Topic:** Employment Communication

**Standard:** Write a formal application message, resume, and follow-up message for a job opportunity.

**86** **Topic:** Employment Communication

**Standard:** Prepare a resume in both print and scannable formats.

**87** **Topic:** Employment Communication

**Standard:** Post a resume on an electronic network.

**88** **Topic:** Employment Communication

**Standard:** Participate in and analyze mock interviews.

**89** **Topic:** Employment Communication

**Standard:** Prepare responses to commonly asked interview questions.

**90** **Topic:** Employment Communication

**Standard:** Discuss and demonstrate the importance of appropriate dress in an interview situation.

**91** **Topic:** Employment Communication

**Standard:** Prepare a list of questions to ask an interviewer.

**92** **Topic:** Employment Communication

**Standard:** Discuss the significance of nonverbal communication in the interviewing process.

**93** **Topic:** Employment Communication

**Standard:** Complete job application forms.

**94** **Topic:** Employment Communication

**Standard:** Use correct strategies for accepting or rejecting a job offer.

**95** **Topic:** Employment Communication

**Standard:** Analyze benefits and compensation packages.

**96** **Topic:** Employment Communication

**Standard:** Analyze Georgia employment laws.

**97** **Topic:** Professionalism and Leadership

**Standard:** Explain the value of leadership skills.

**98** **Topic:** Professionalism and Leadership

**Standard:** Assess image building and decision making skills.

**99** **Topic:** Professionalism and Leadership

**Standard:** Illustrate public relations techniques.

**100** **Topic:** Professionalism and Leadership

**Standard:** Demonstrate effective teamwork.

**101** **Topic:** Professionalism and Leadership

**Standard:** Outline the goals and principles of student and professional business organizations.



- 1**     **Topic:** Basic Skills  
**Standard:** Locate, understand, and interpret written information in a variety of formats, including such documents as manuals, graphs, reports, and schedules.
- 2**     **Topic:** Basic Skills  
**Standard:** Communicate thoughts, ideas, information, and messages in writing and technologically create documents such as letters, directions, manuals, reports, graphs, and flowcharts.
- 3**     **Topic:** Basic Skills  
**Standard:** Perform and apply numerical concepts and calculations, and solve problems by choosing appropriately from a variety of mathematical techniques using mental, manual, and technological methods.
- 4**     **Topic:** Basic Skills  
**Standard:** Receive, interpret, and respond to verbal and nonverbal messages in a manner appropriate to a given situation.
- 5**     **Topic:** Basic Skills  
**Standard:** Organize ideas and communicate orally in a clear, concise, and courteous manner.
- 6**     **Topic:** Thinking Skills  
**Standard:** Specify goals, objectives, constraints, and supporting factors.
- 7**     **Topic:** Thinking Skills  
**Standard:** Identify problems, alternative solutions, and consequences of alternative solutions, and use appropriate techniques to resolve given problems.
- 8**     **Topic:** Thinking Skills  
**Standard:** Implement a plan of action making modifications as needed to achieve stated objectives.
- 9**     **Topic:** Thinking Skills  
**Standard:** Use effective learning techniques to acquire and apply new knowledge and skills.
- 10**    **Topic:** Personal Qualities  
**Standard:** Assess self accurately, set personal goals, monitor progress, and exhibit self-control.
- 11**    **Topic:** Personal Qualities  
**Standard:** Choose ethical courses of action.
- 12**    **Topic:** Personal Qualities  
**Standard:** Take initiative to accomplish tasks in a timely manner.
- 13**    **Topic:** Personal Qualities  
**Standard:** Exert a high level of effort and persevere towards goal attainment.
- 14**    **Topic:** Personal Qualities  
**Standard:** Demonstrate adaptability, dependability, responsibility, and such social behaviors as tolerance, honesty, empathy, and courtesy.
- 15**    **Topic:** Interpersonal Skills  
**Standard:** Participate and interact as a team member and leader.
- 16**    **Topic:** Interpersonal Skills  
**Standard:** Share knowledge and skills with others.
- 17**    **Topic:** Interpersonal Skills  
**Standard:** Perform effectively in various environments with people of different ages, genders, cultures, socioeconomic backgrounds, attitudes, and abilities.
- 18**    **Topic:** Interpersonal Skills  
**Standard:** Work to satisfy customer/client expectations.
- 19**    **Topic:** Interpersonal Skills  
**Standard:** Use strategies appropriate to a given situation to prevent and resolve conflicts.

- 20**     **Topic:** Resources  
**Standard:** Select goal-relevant activities, prioritize them, manage time, and prepare and follow schedules.
- 21**     **Topic:** Resources  
**Standard:** Use or prepare budgets, make projections, keep records, and make adjustments to meet objectives.
- 22**     **Topic:** Resources  
**Standard:** Acquire, store, allocate, and use materials and space efficiently.
- 23**     **Topic:** Technology  
**Standard:** Prevent, identify, or solve problems with technical or electronic equipment.
- 24**     **Topic:** Technology  
**Standard:** Operate and maintain technical equipment and the work environment safely following applicable industry regulations and guidelines.
- 25**     **Topic:** Technology  
**Standard:** Utilize a variety of technologies.
- 26**     **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of basic economic concepts and how they are applied in business functions and activities.
- 27**     **Topic:** Business Aspects  
**Standard:** Identify forms of business ownership.
- 28**     **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of the scope of a business, its place within an industry, and the interrelationship of its parts.
- 29**     **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of the individual’s role, responsibilities, and relationships in the organizational structure of a business.
- 30**     **Topic:** Business Aspects  
**Standard:** Maintain safety, health, and environmental standards, and address ergonomic concerns.
- 31**     **Topic:** Career Development  
**Standard:** Make potential career decisions based upon interests, abilities, and values, and formulate appropriate plans to reach career goals.
- 32**     **Topic:** Career Development  
**Standard:** Demonstrate understanding of the relationship between educational achievement and career planning and how career choices impact family patterns and lifestyle.
- 33**     **Topic:** Career Development  
**Standard:** Demonstrate effective skills for seeking and securing employment.
- 34**     **Topic:** Career Development  
**Standard:** Demonstrate understanding of education and career development as a lifelong learning process that requires preparation for change.

Course: Financial Services: 07.42110 Banking

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- 35**     **Topic:** Basics Of The Banking System  
**Standard:** Examine the history of banking.
- 36**     **Topic:** Basics Of The Banking System  
**Standard:** Evaluate the weaknesses of the early banking system.
- 37**

**Topic:** Basics Of The Banking System

**Standard:** Analyze the reasons for the creation of the Federal Reserve System.

38

**Topic:** Basics Of The Banking System

**Standard:** Examine the various types of financial and nonfinancial institutions.

39

**Topic:** Basics Of The Banking System

**Standard:** Examine the role of credit unions in the business environment.

40

**Topic:** Basics Of The Banking System

**Standard:** Describe the role of the FDIC and the events that led to its creation.

41

**Topic:** Basics Of The Banking System

**Standard:** Examine state and federal laws that impact the banking industry.

42

**Topic:** Bank Operating Procedures

**Standard:** Communicate using banking terminology.

43

**Topic:** Bank Operating Procedures

**Standard:** Examine the major functions of bank employees.

44

**Topic:** Negotiable Instruments And The Deposit Function Of Banks

**Standard:** Contrast the features of various types of deposit accounts.

45

**Topic:** Negotiable Instruments And The Deposit Function Of Banks

**Standard:** Evaluate examples of negotiable instruments.

46

**Topic:** Negotiable Instruments And The Deposit Function Of Banks

**Standard:** Analyze the effect of float from the perspective of the consumer and of the bank.

47

**Topic:** Credit Function Of Banks

**Standard:** Investigate the uses of credit in the business world.

48

**Topic:** Credit Function Of Banks

**Standard:** Examine the consumer protection regulations.

49

**Topic:** Credit Function Of Banks

**Standard:** Examine the six "Cs" of credit and explain their application to lending policies and interest rates.

50

**Topic:** Credit Function Of Banks

**Standard:** Analyze a credit application.

51

**Topic:** Credit Function Of Banks

**Standard:** Compare and contrast different types of loans.

52

**Topic:** Credit Function Of Banks

**Standard:** Calculate interest rate spread of a bank.

53

**Topic:** Measurement Of Financial Performance Of Banks

**Standard:** Interpret the basic reports that reflect financial data in banking.

54

**Topic:** Measurement Of Financial Performance Of Banks

**Standard:** Compare the primary performance ratios of banks.

55

**Topic:** Specialized Products, Current Issues, And Future Trends In Banking

**Standard:** Evaluate specialized products offered by banks.

56

**Topic:** Specialized Products, Current Issues, And Future Trends In Banking

**Standard:** Research current technologies and the impact they have had on banking.

57

**Topic:** Specialized Products, Current Issues, And Future Trends In Banking

**Standard:** Describe the trustee function of a bank.

- 58** **Topic:** Specialized Products, Current Issues, And Future Trends In Banking  
**Standard:** Anticipate the possible effects of future technology and the risks involved with implementing new technology in banking.

Course: Financial Services: 07.42300 Risk Management and Insurance

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- 35** **Topic:** Risk Management  
**Standard:** Examine the concept of risk and probability.
- 36** **Topic:** Risk Management  
**Standard:** Describe the historical development of insurance.
- 37** **Topic:** Risk Management  
**Standard:** Explain and illustrate how risk is determined.
- 38** **Topic:** Risk Management  
**Standard:** Analyze risk management techniques.
- 39** **Topic:** Risk Management  
**Standard:** Distinguish between insurable and noninsurable risks and the concept of economic loss.
- 40** **Topic:** Risk Management  
**Standard:** Analyze the different types of insuring organizations and insurance products.
- 41** **Topic:** Risk Management  
**Standard:** Explain the items to be considered when selecting an insurance company: product, price, and company stability.
- 42** **Topic:** Risk Management  
**Standard:** Examine the role of the insurance commission.
- 43** **Topic:** Business Insurance  
**Standard:** Determine different types of insurance coverage needed for business.
- 44** **Topic:** Business Insurance  
**Standard:** Assess the effectiveness of insurance products in relation to cost.
- 45** **Topic:** Product Liability  
**Standard:** Investigate product liability and punitive damages cases in the business environment.
- 46** **Topic:** Product Liability  
**Standard:** Determine business insurance needs and ways to limit losses stemming from product liability.
- 47** **Topic:** Product Liability  
**Standard:** Evaluate the effect of lawsuits involving product liability and punitive damages.
- 48** **Topic:** Automobile Insurance  
**Standard:** Evaluate different types of automobile insurance coverages, including riders and endorsements.
- 49** **Topic:** Automobile Insurance  
**Standard:** Determine the effect of various factors on insurance rates.
- 50** **Topic:** Automobile Insurance  
**Standard:** Examine ways to reduce the cost of insurance.
- 51** **Topic:** Automobile Insurance  
**Standard:** Examine an automobile insurance application.
- 52** **Topic:** Automobile Insurance

**Standard:** Review claim procedures.

53

**Topic:** Automobile Insurance

**Standard:** Identify reasons for policy cancellation.

54

**Topic:** Homeowner/Renter/Business Property Insurance

**Standard:** Describe coverage common to most homeowner/renter/business property policies and explain how the amount needed is determined.

55

**Topic:** Homeowner/Renter/Business Property Insurance

**Standard:** Describe special coverage available.

56

**Topic:** Homeowner/Renter/Business Property Insurance

**Standard:** Explain variances in homeowner/renter/business property rates and determine how to obtain the best rates.

57

**Topic:** Homeowner/Renter/Business Property Insurance

**Standard:** Compare the difference between replacement and value coverage.

58

**Topic:** Homeowner/Renter/Business Property Insurance

**Standard:** Examine types of business and personal property coverage.

59

**Topic:** Homeowner/Renter/Business Property Insurance

**Standard:** Explain why business and personal property rates vary and how to obtain the best rates.

60

**Topic:** Homeowner/Renter/Business Property Insurance

**Standard:** Explain how to inventory and document all business and personal property and how to use riders and endorsements to cover specific needs.

61

**Topic:** Homeowner/Renter/Business Property Insurance

**Standard:** Assess the need for umbrella and excess liability coverage.

62

**Topic:** Homeowner/Renter/Business Property Insurance

**Standard:** Examine property insurance applications.

63

**Topic:** Homeowner/Renter/Business Property Insurance

**Standard:** Identify reasons for policy cancellation.

64

**Topic:** Health/Medical Insurance

**Standard:** Identify basic types of coverage offered by health insurance companies and describe different health/medical insurance plans.

65

**Topic:** Health/Medical Insurance

**Standard:** Identify the features of various health insurance policies.

66

**Topic:** Health/Medical Insurance

**Standard:** Define the responsibility of the insured for co-pay, deductible, and noncovered medical expenses.

67

**Topic:** Health/Medical Insurance

**Standard:** Determine insurability and identify reasons for policy cancellation.

68

**Topic:** Health/Medical Insurance

**Standard:** Explain why health/medical insurance rates vary and how to obtain best rates.

69

**Topic:** Health/Medical Insurance

**Standard:** Examine a health insurance claim form.

70

**Topic:** Health/Medical Insurance

**Standard:** Compare and contrast the services and the cost of employee health/medical insurance plans available for businesses.

71

**Topic:** Life Insurance

**Standard:** Compare different types of life insurance programs and how to determine the best coverage.

- 72 **Topic:** Life Insurance  
**Standard:** Explain why life insurance rates vary and how to obtain the best rates and enumerate common exclusions.
- 73 **Topic:** Life Insurance  
**Standard:** Determine variables to consider when naming beneficiaries.
- 74 **Topic:** Life Insurance  
**Standard:** Evaluate possible tax consequences for beneficiaries.
- 75 **Topic:** Life Insurance  
**Standard:** Identify different life insurance settlement options.
- 76 **Topic:** Life Insurance  
**Standard:** Identify reasons for policy cancellation.
- 77 **Topic:** Life Insurance  
**Standard:** Describe mortgage protection insurance.
- 78 **Topic:** Life Insurance  
**Standard:** Examine a life insurance application.
- 79 **Topic:** Disability Insurance  
**Standard:** Explain the benefits of disability coverage.
- 80 **Topic:** Disability Insurance  
**Standard:** Describe disabling conditions that qualify for benefits.
- 81 **Topic:** Disability Insurance  
**Standard:** Explain why disability rates vary.
- 82 **Topic:** Disability Insurance  
**Standard:** Determine how to obtain the best rates for disability insurance.
- 83 **Topic:** Disability Insurance  
**Standard:** Explain the role of workers compensation insurance and its benefits to policyholders.
- 84 **Topic:** Disability Insurance  
**Standard:** Evaluate the role of Social Security in providing disability benefits.
- 85 **Topic:** Long-Term Care Insurance  
**Standard:** Evaluate the need for long-term care insurance.
- 86 **Topic:** Long-Term Care Insurance  
**Standard:** Determine who should purchase long-term care insurance.
- 87 **Topic:** Long-Term Care Insurance  
**Standard:** Explain why long-term care insurance rates vary.
- 88 **Topic:** Long-Term Care Insurance  
**Standard:** Determine how to obtain the best rates for long-term care insurance.
- 89 **Topic:** Long-Term Care Insurance  
**Standard:** Examine a long-term care insurance application.
- 90 **Topic:** Unemployment Insurance  
**Standard:** Define unemployment compensation.
- 91 **Topic:** Unemployment Insurance  
**Standard:** Explain how state and federal legislation affect unemployment compensation.
- 92 **Topic:** Unemployment Insurance  
**Standard:** Explain the financial obligation of the employer as it pertains to unemployment compensation.

- 93 **Topic:** Insurance Ethics And Insurance Fraud  
**Standard:** Examine state insurance laws and describe ethical issues facing the insurance industry.
- 94 **Topic:** Insurance Ethics And Insurance Fraud  
**Standard:** Evaluate financial responsibility laws.
- 95 **Topic:** Insurance Ethics And Insurance Fraud  
**Standard:** List different types of insurance fraud and explain how fraud affects policyholders.

## Course: Financial Services: 07.42400 Investing

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- 35 **Standard:** Explain the role of the SEC, NYSE, NASDAQ, and other securities associations.
- 36 **Topic:** Investment Principles  
**Standard:** Illustrate the importance of investing on a regular basis and reinvesting all earnings.
- 37 **Topic:** Investment Principles  
**Standard:** Illustrate the concept of diversification.
- 38 **Topic:** Investment Principles  
**Standard:** Analyze the characteristics of large and small market capitalization firms.
- 39 **Topic:** Investment Principles  
**Standard:** Analyze the financial statements of a corporation.
- 40 **Topic:** Investment Principles  
**Standard:** Analyze the trends and movements of historical stock prices for a variety of firms.
- 41 **Topic:** Investment Principles  
**Standard:** Develop trend lines from charts.
- 42 **Topic:** Investment Principles  
**Standard:** Explain the principle of time value of money.
- 43 **Topic:** Investment Principles  
**Standard:** Analyze the power of compounding money over a long-term period.
- 44 **Topic:** Investment Principles  
**Standard:** Evaluate the relationship between risk and return.
- 45 **Topic:** Investment Principles  
**Standard:** Compare and contrast the investment quality of cash, stocks, bonds, and mutual funds.
- 46 **Topic:** Investment Principles  
**Standard:** Analyze sources of investment information.
- 47 **Topic:** Investment Principles  
**Standard:** Evaluate the transaction process in buying and selling stocks.
- 48 **Topic:** Investment Principles  
**Standard:** Analyze information provided in a newspaper stock table.
- 49 **Topic:** Investment Principles  
**Standard:** Compare the types of investments available in domestic, international, and emerging markets.
- 50 **Topic:** Investment Principles  
**Standard:** Analyze types of bonds offered by corporate and government agencies.
- 51 **Topic:** Investment Principles

**Standard:** Compare and contrast the services of brokers and brokerage firms.

52

**Topic:** Investment Planning

**Standard:** Explain the process of planning and identify the value of planning in making buying and investing decisions.

53

**Topic:** Investment Planning

**Standard:** Analyze spending and savings habits and their effect on asset accumulation.

54

**Topic:** Investment Planning

**Standard:** Evaluate the cost of credit versus cash payment and its impact on asset accumulation.

55

**Topic:** Investment Planning

**Standard:** Analyze the various tax impacts of investment decisions.

56

**Topic:** Risk And Return

**Standard:** Analyze and interpret financial statements for the purpose of comparing risk and return.

57

**Topic:** Risk And Return

**Standard:** Assess the effect of safety, risk, income, growth, and liquidity upon investment decisions.

58

**Topic:** Risk And Return

**Standard:** Differentiate among interest, dividends, capital gains, and rent from property.

59

**Topic:** Risk And Return

**Standard:** Interpret the effect of the holding period on investment choices.

60

**Topic:** Mutual Funds

**Standard:** Analyze the advantages of investing in mutual funds.

61

**Topic:** Mutual Funds

**Standard:** Research, evaluate, and select mutual funds.

62

**Topic:** Mutual Funds

**Standard:** Analyze the difference between investing in index funds versus actively managed funds.

63

**Topic:** Mutual Funds

**Standard:** Analyze the tax impact of investing in mutual funds.

64

**Topic:** Employee Annuities/IRAs In A Benefits Package

**Standard:** Identify basic components of an employment benefits package.

65

**Topic:** Employee Annuities/IRAs In A Benefits Package

**Standard:** Describe the issues to be considered when planning for retirement.

66

**Topic:** Employee Annuities/IRAs In A Benefits Package

**Standard:** Describe the role of IRAs in retirement planning.

67

**Topic:** Employee Annuities/IRAs In A Benefits Package

**Standard:** Distinguish between the different types and contribution levels of IRAs.

68

**Topic:** Employee Annuities/IRAs In A Benefits Package

**Standard:** Describe the taxation concerns for different types of annuities, IRAs, etc.

69

**Topic:** Employee Annuities/IRAs In A Benefits Package

**Standard:** Analyze the tax benefits of purchasing insurance annuities as an investment alternative.

70

**Topic:** Employee Annuities/IRAs In A Benefits Package

**Standard:** Evaluate the role of the stock market and company stock options in retirement planning.

71

**Topic:** Employee Annuities/IRAs In A Benefits Package

**Standard:** Determine how economic issues affect retirement planning.



- 72 **Topic:** Projections  
**Standard:** Estimate future growth rates of selected equities using industry indicators.
- 73 **Topic:** Projections  
**Standard:** Predict investment returns.
- 74 **Topic:** Projections  
**Standard:** Formulate investment decisions.
- 75 **Topic:** Projections  
**Standard:** Evaluate individual investment and financial needs and devise asset allocation mixes that fit those needs.

## Course: Financial Services: 07.42600 Finance

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- 35 **Topic:** Foundations Of Finance  
**Standard:** Evaluate factors that influence income.
- 36 **Topic:** Foundations Of Finance  
**Standard:** Determine the financial resources needed to satisfy values and goals for a given time period.
- 37 **Topic:** Foundations Of Finance  
**Standard:** Evaluate the use of a financial plan in reaching goals.
- 38 **Topic:** Foundations Of Finance  
**Standard:** Examine the importance of reevaluating financial plans as income and financial needs change throughout the life cycle.
- 39 **Topic:** Foundations Of Finance  
**Standard:** Explain the role of consumer reporting agencies.
- 40 **Topic:** Foundations Of Finance  
**Standard:** Determine factors that influence credit scores.
- 41 **Topic:** Foundations Of Finance  
**Standard:** Describe wise uses of credit.
- 42 **Topic:** Foundations Of Finance  
**Standard:** Analyze the Fair Credit Reporting Act and its effect on credit reporting.
- 43 **Topic:** Business Finance  
**Standard:** Describe how accounting, economics, and finance are related.
- 44 **Topic:** Business Finance  
**Standard:** Compare the advantages and disadvantages of the three forms of business ownership.
- 45 **Topic:** Business Finance  
**Standard:** Examine the financial needs of various types of businesses.
- 46 **Topic:** Business Finance  
**Standard:** Explore the financial needs of a business at the different stages of its development.
- 47 **Topic:** Business Finance  
**Standard:** Examine the impact of economic cycles on the financial needs of business.
- 48 **Topic:** Business Finance  
**Standard:** Analyze social and ethical responsibilities of businesses.
- 49 **Topic:** Business Finance  
**Standard:** Analyze the consequences of making economic choices.

- 50**     **Topic:** Business Finance  
**Standard:** Describe the function of money as an accepted medium of exchange, a standard of value, and a store of value.
- 51**     **Topic:** Business Finance  
**Standard:** Describe functions of the U.S. Treasury Department.
- 52**     **Topic:** Business Finance  
**Standard:** Investigate foreign exchange rates and the effect of the global economy on U.S. financial markets.
- 53**     **Topic:** Business Finance  
**Standard:** Evaluate the impact of local, state, and federal taxes on financial decisions.
- 54**     **Topic:** Business Credit  
**Standard:** Research and compare various sources of credit.
- 55**     **Topic:** Business Credit  
**Standard:** Analyze the appropriate use of credit.
- 56**     **Topic:** Business Credit  
**Standard:** Investigate credit ratings and describe their importance.
- 57**     **Topic:** Business Credit  
**Standard:** Evaluate the true cost of credit for various purchases.
- 58**     **Topic:** Business Credit  
**Standard:** Perform calculations using the simple interest equation,  $I=PRT$ .
- 59**     **Topic:** Business Credit  
**Standard:** Calculate bank discount and proceeds on a discounted note.
- 60**     **Topic:** Business Credit  
**Standard:** Calculate the outstanding amount for installment purchases and the effects of early payoff.
- 61**     **Topic:** Business Credit  
**Standard:** Calculate finance/additional charges, periodic payment, total cost, and APR on an installment contract.
- 62**     **Topic:** Business Credit  
**Standard:** Apply various technological tools to assist in modeling credit decisions.
- 63**     **Topic:** Savings and Investments  
**Standard:** Determine the benefits of various financial institutions.
- 64**     **Topic:** Savings and Investments  
**Standard:** Analyze savings and investment and define investment risk.
- 65**     **Topic:** Savings and Investments  
**Standard:** Investigate the concept of tradeoff between risk and return.
- 66**     **Topic:** Savings and Investments  
**Standard:** Compare major types of investment alternatives.
- 67**     **Topic:** Savings and Investments  
**Standard:** Examine the benefits of diversification.
- 68**     **Topic:** Estate Planning  
**Standard:** Assess the legal aspects of estate planning.
- 69**     **Topic:** Estate Planning  
**Standard:** Appraise various trusts and estates.
- 70**     **Topic:** Estate Planning  
**Standard:** Evaluate the effects of federal and state taxes on estate planning.

- 71**     **Topic:** Estate Planning  
          **Standard:** Examine the laws governing the management and disposition of an estate.

Course: Information Services and Support: Core Skills

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- 1**     **Topic:** Basic Skills  
          **Standard:** Locate, understand, and interpret written information in a variety of formats, including such documents as manuals, graphs, reports, and schedules.
- 2**     **Topic:** Basic Skills  
          **Standard:** Communicate thoughts, ideas, information, and messages in writing and technologically create documents such as letters, directions, manuals, reports, graphs, and flowcharts.
- 3**     **Topic:** Basic Skills  
          **Standard:** Perform and apply numerical concepts and calculations, and solve problems by choosing appropriately from a variety of mathematical techniques using mental, manual, and technological methods.
- 4**     **Topic:** Basic Skills  
          **Standard:** Receive, interpret, and respond to verbal and nonverbal messages in a manner appropriate to a given situation.
- 5**     **Topic:** Basic Skills  
          **Standard:** Organize ideas and communicate orally in a clear, concise, and courteous manner.
- 6**     **Topic:** Thinking Skills  
          **Standard:** Specify goals, objectives, constraints, and supporting factors.
- 7**     **Topic:** Thinking Skills  
          **Standard:** Identify problems, alternative solutions, and consequences of alternative solutions, and use appropriate techniques to resolve given problems.
- 8**     **Topic:** Thinking Skills  
          **Standard:** Implement a plan of action making modifications as needed to achieve stated objectives.
- 9**     **Topic:** Thinking Skills  
          **Standard:** Use effective learning techniques to acquire and apply new knowledge and skills.
- 10**    **Topic:** Personal Qualities  
          **Standard:** Assess self accurately, set personal goals, monitor progress, and exhibit self-control.
- 11**    **Topic:** Personal Qualities  
          **Standard:** Choose ethical courses of action.
- 12**    **Topic:** Personal Qualities  
          **Standard:** Take initiative to accomplish tasks in a timely manner.
- 13**    **Topic:** Personal Qualities  
          **Standard:** Exert a high level of effort and persevere towards goal attainment.
- 14**    **Topic:** Personal Qualities  
          **Standard:** Demonstrate adaptability, dependability, responsibility, and such social behaviors as tolerance, honesty, empathy, and courtesy.
- 15**    **Topic:** Interpersonal Skills  
          **Standard:** Participate and interact as a team member and leader.
- 16**    **Topic:** Interpersonal Skills  
          **Standard:** Share knowledge and skills with others.
- 17**    **Topic:** Interpersonal Skills  
          **Standard:** Perform effectively in various environments with people of different ages, genders, cultures, socioeconomic

backgrounds, attitudes, and abilities.

- 18**     **Topic:** Interpersonal Skills  
**Standard:** Work to satisfy customer/client expectations.
- 19**     **Topic:** Interpersonal Skills  
**Standard:** Use strategies appropriate to a given situation to prevent and resolve conflicts.
- 20**     **Topic:** Resources  
**Standard:** Select goal-relevant activities, prioritize them, manage time, and prepare and follow schedules.
- 21**     **Topic:** Resources  
**Standard:** Use or prepare budgets, make projections, keep records, and make adjustments to meet objectives.
- 22**     **Topic:** Resources  
**Standard:** Acquire, store, allocate, and use materials and space efficiently.
- 23**     **Topic:** Technology  
**Standard:** Prevent, identify, or solve problems with technical or electronic equipment.
- 24**     **Topic:** Technology  
**Standard:** Operate and maintain technical equipment and the work environment safely following applicable industry regulations and guidelines.
- 25**     **Topic:** Technology  
**Standard:** Utilize a variety of technologies.
- 26**     **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of basic economic concepts and how they are applied in business functions and activities.
- 27**     **Topic:** Business Aspects  
**Standard:** Identify forms of business ownership.
- 28**     **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of the scope of a business, its place within an industry, and the interrelationship of its parts.
- 29**     **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of the individual’s role, responsibilities, and relationships in the organizational structure of a business.
- 30**     **Topic:** Business Aspects  
**Standard:** Maintain safety, health, and environmental standards, and address ergonomic concerns.
- 31**     **Topic:** Career Development  
**Standard:** Make potential career decisions based upon interests, abilities, and values, and formulate appropriate plans to reach career goals.
- 32**     **Topic:** Career Development  
**Standard:** Demonstrate understanding of the relationship between educational achievement and career planning and how career choices impact family patterns and lifestyle.
- 33**     **Topic:** Career Development  
**Standard:** Demonstrate effective skills for seeking and securing employment.
- 34**     **Topic:** Career Development  
**Standard:** Demonstrate understanding of education and career development as a lifelong learning process that requires preparation for change.

- 1**     **Topic:** Basic Skills  
**Standard:** Locate, understand, and interpret written information in a variety of formats, including such documents as manuals, graphs, reports, and schedules.
- 2**     **Topic:** Basic Skills  
**Standard:** Communicate thoughts, ideas, information, and messages in writing and technologically create documents such as letters, directions, manuals, reports, graphs, and flowcharts.
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**Standard:** Perform and apply numerical concepts and calculations, and solve problems by choosing appropriately from a variety of mathematical techniques using mental, manual, and technological methods.
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**Standard:** Choose ethical courses of action.
- 12**    **Topic:** Personal Qualities  
**Standard:** Take initiative to accomplish tasks in a timely manner.
- 13**    **Topic:** Personal Qualities  
**Standard:** Exert a high level of effort and persevere towards goal attainment.
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- 15**    **Topic:** Interpersonal Skills  
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- 16**    **Topic:** Interpersonal Skills  
**Standard:** Share knowledge and skills with others.
- 17**    **Topic:** Interpersonal Skills  
**Standard:** Perform effectively in various environments with people of different ages, genders, cultures, socioeconomic backgrounds, attitudes, and abilities.
- 18**    **Topic:** Interpersonal Skills  
**Standard:** Work to satisfy customer/client expectations.
- 19**    **Topic:** Interpersonal Skills  
**Standard:** Use strategies appropriate to a given situation to prevent and resolve conflicts.

- 20** **Topic:** Resources  
**Standard:** Select goal-relevant activities, prioritize them, manage time, and prepare and follow schedules.
- 21** **Topic:** Resources  
**Standard:** Use or prepare budgets, make projections, keep records, and make adjustments to meet objectives.
- 22** **Topic:** Resources  
**Standard:** Acquire, store, allocate, and use materials and space efficiently.
- 23** **Topic:** Technology  
**Standard:** Prevent, identify, or solve problems with technical or electronic equipment.
- 24** **Topic:** Technology  
**Standard:** Operate and maintain technical equipment and the work environment safely following applicable industry regulations and guidelines.
- 25** **Topic:** Technology  
**Standard:** Utilize a variety of technologies.
- 26** **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of basic economic concepts and how they are applied in business functions and activities.
- 27** **Topic:** Business Aspects  
**Standard:** Identify forms of business ownership.
- 28** **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of the scope of a business, its place within an industry, and the interrelationship of its parts.
- 29** **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of the individual's role, responsibilities, and relationships in the organizational structure of a business.
- 30** **Topic:** Business Aspects  
**Standard:** Maintain safety, health, and environmental standards, and address ergonomic concerns.
- 31** **Topic:** Career Development  
**Standard:** Make potential career decisions based upon interests, abilities, and values, and formulate appropriate plans to reach career goals.
- 32** **Topic:** Career Development  
**Standard:** Demonstrate understanding of the relationship between educational achievement and career planning and how career choices impact family patterns and lifestyle.
- 33** **Topic:** Career Development  
**Standard:** Demonstrate effective skills for seeking and securing employment.
- 34** **Topic:** Career Development  
**Standard:** Demonstrate understanding of education and career development as a lifelong learning process that requires preparation for change.

Course: Information Technology: 11.41400 Foundations of Information Services and Support

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- 35** **Topic:** Operating Systems  
**Standard:** Describe system components.
- 36** **Topic:** Operating Systems  
**Standard:** Demonstrate knowledge of computer memory.
- 37**

- Topic:** Operating Systems  
**Standard:** Demonstrate knowledge of auxiliary storage.
- 38 **Topic:** Operating Systems  
**Standard:** Employ computer system interfaces.
- 39 **Topic:** Operating Systems  
**Standard:** Operate a system.
- 40 **Topic:** Networking Essentials  
**Standard:** Demonstrate knowledge of basic network classifications and topologies.
- 41 **Topic:** Networking Essentials  
**Standard:** Demonstrate knowledge of local-area network (LAN) trends and issues.
- 42 **Topic:** Networking Essentials  
**Standard:** Demonstrate knowledge of common network computing platforms.
- 43 **Topic:** Networking Essentials  
**Standard:** Demonstrate knowledge of LAN physical media.
- 44 **Topic:** Networking Essentials  
**Standard:** Demonstrate knowledge of network connectivity basics.
- 45 **Topic:** Networking Essentials  
**Standard:** Differentiate processes, services, and protocols.
- 46 **Topic:** System Installation and Maintenance  
**Standard:** Apply knowledge of the life cycle of an information system.
- 47 **Topic:** System Installation and Maintenance  
**Standard:** Install system.
- 48 **Topic:** System Installation and Maintenance  
**Standard:** Perform software configuration and loading.
- 49 **Topic:** System Installation and Maintenance  
**Standard:** Monitor the information system.

## Course: Information Technology: 11.41200 Foundations

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- 35 **Topic:** Basics of Information Technology  
**Standard:** Demonstrate basic knowledge of the history of information technology.
- 36 **Topic:** Basics of Information Technology  
**Standard:** Demonstrate knowledge of the impact of information technology on society.
- 37 **Topic:** Basics of Information Technology  
**Standard:** Demonstrate knowledge of the hardware components associated with information systems.
- 38 **Topic:** Basics of Information Technology  
**Standard:** Demonstrate knowledge of the classes of software associated with information systems.
- 39 **Topic:** Basics of Information Technology  
**Standard:** Identify career opportunities in information systems.
- 40 **Topic:** Basics of Information Technology  
**Standard:** Explore the future of information technologies.

- 41 **Topic:** Software Systems Management  
**Standard:** Install/configure software programs.
- 42 **Topic:** Software Systems Management  
**Standard:** Evaluate application software packages.
- 43 **Topic:** Operating Systems  
**Standard:** Describe system components.
- 44 **Topic:** Operating Systems  
**Standard:** Demonstrate knowledge of computer memory.
- 45 **Topic:** Operating Systems  
**Standard:** Demonstrate knowledge of auxiliary storage.
- 46 **Topic:** Operating Systems  
**Standard:** Maintain security requirements.
- 47 **Topic:** Operating Systems  
**Standard:** Operate system.
- 48 **Topic:** Data Communications  
**Standard:** Demonstrate knowledge of basic data communications components and trends.
- 49 **Topic:** Data Communications  
**Standard:** Access information using electronic sources.
- 50 **Topic:** Data Communications  
**Standard:** Demonstrate proficiency with electronic mail and the use of other communication methods such as newsgroups, Usenet, mailing lists, and chat rooms.
- 51 **Topic:** Networking  
**Standard:** Demonstrate knowledge of basic network classifications and topologies.
- 52 **Topic:** Networking  
**Standard:** Demonstrate knowledge of LAN physical media.
- 53 **Topic:** Networking  
**Standard:** Demonstrate knowledge of network connectivity basics.
- 54 **Topic:** Internet  
**Standard:** Demonstrate basic knowledge of the Internet.
- 55 **Topic:** Internet  
**Standard:** Access the Internet.
- 56 **Topic:** Internet  
**Standard:** Utilize Internet services.
- 57 **Topic:** Concepts of Programming  
**Standard:** Describe a programming need and its solution.
- 58 **Topic:** Concepts of Programming  
**Standard:** Code and test a programming solution.
- 59 **Topic:** Business Law, Ethics, and Legal Issues  
**Standard:** Demonstrate knowledge of intellectual property rights covered by intellectual law.
- 60 **Topic:** Business Law, Ethics, and Legal Issues  
**Standard:** Demonstrate knowledge of social, ethical, and legal issues in the information field.



## Course: Information Technology: 11.41600 User Support for Information Systems

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- 35**      **Topic:** Operating Systems  
**Standard:** Maintain security requirements.
- 36**      **Topic:** Operating Systems  
**Standard:** Maintain system.
- 37**      **Topic:** Operating Systems  
**Standard:** Perform standard computer backup procedures.
- 38**      **Topic:** Operating Systems  
**Standard:** Provide support and training.
- 39**      **Topic:** System Installation and Maintenance  
**Standard:** Perform software configuration and loading.
- 40**      **Topic:** System Installation and Maintenance  
**Standard:** Monitor the information system.
- 41**      **Topic:** System Installation and Maintenance  
**Standard:** Perform system maintenance.
- 42**      **Topic:** System Installation and Maintenance  
**Standard:** Manage backup and recovery, both on- and off-site.
- 43**      **Topic:** System Installation and Maintenance  
**Standard:** Troubleshoot problems.
- 44**      **Topic:** System Installation and Maintenance  
**Standard:** Evaluate problem-solving processes and outcomes.
- 45**      **Topic:** System Installation and Maintenance  
**Standard:** Perform software upgrades and fixes.
- 46**      **Topic:** Computer User Support  
**Standard:** Analyze technical support needed.
- 47**      **Topic:** Computer User Support  
**Standard:** Perform customer service.
- 48**      **Topic:** Computer User Support  
**Standard:** Provide support and training.

## Course: Information Technology: 11.41800 Programming and Systems Management

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- 35**      **Topic:** Programming Concepts  
**Standard:** Demonstrate knowledge of programming language concepts.
- 36**      **Topic:** Programming Concepts  
**Standard:** Demonstrate knowledge of the stages of program development.
- 37**      **Topic:** Programming Concepts  
**Standard:** Develop technical documentation associated with software development.
- 38**      **Topic:** Applied Programming Languages  
**Standard:** Apply computational and logical operations.

- 39 **Topic:** Applied Programming Languages  
**Standard:** Apply techniques for building applications.
- 40 **Topic:** Applied Programming Languages  
**Standard:** Apply language-specific programming techniques.
- 41 **Topic:** Applied Programming Languages  
**Standard:** Debug programs.
- 42 **Topic:** Software Development  
**Standard:** Demonstrate knowledge of software development methodology.
- 43 **Topic:** Software Development  
**Standard:** Demonstrate knowledge of basic software systems design.
- 44 **Topic:** Software Development  
**Standard:** Develop software requirements/specifications.
- 45 **Topic:** Software Development  
**Standard:** Code programs.
- 46 **Topic:** Software Development  
**Standard:** Execute software testing, validation, change control, defect tracking, and documentation.
- 47 **Topic:** Software Development  
**Standard:** Demonstrate knowledge of data structures.
- 48 **Topic:** Database Administration  
**Standard:** Apply databases to actual situations and business problems.
- 49 **Topic:** Database Administration  
**Standard:** Create conceptual data models.
- 50 **Topic:** Database Administration  
**Standard:** Create logical data models.
- 51 **Topic:** Database Administration  
**Standard:** Normalize data models.

## Course: Information Technology: 11.42000 Operating Systems and Management

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- 35 **Topic:** Hardware Design, Operation, and Maintenance  
**Standard:** Demonstrate knowledge of hardware standards.
- 36 **Topic:** Hardware Design, Operation, and Maintenance  
**Standard:** Analyze the computer site environment.
- 37 **Topic:** Hardware Design, Operation, and Maintenance  
**Standard:** Demonstrate knowledge of computer architecture and processor types.
- 38 **Topic:** Hardware Design, Operation, and Maintenance  
**Standard:** Demonstrate basic knowledge of computer system architecture.
- 39 **Topic:** Hardware Design, Operation, and Maintenance  
**Standard:** Demonstrate knowledge of CPU components.
- 40 **Topic:** Hardware Design, Operation, and Maintenance  
**Standard:** Demonstrate a basic knowledge of connectivity devices.

- 41 **Topic:** Operating Systems  
**Standard:** Describe system components.
- 42 **Topic:** Operating Systems  
**Standard:** Demonstrate knowledge of computer memory.
- 43 **Topic:** Operating Systems  
**Standard:** Maintain security requirements.
- 44 **Topic:** Operating Systems  
**Standard:** Operate system.
- 45 **Topic:** Operating Systems  
**Standard:** Maintain system.
- 46 **Topic:** Operating Systems  
**Standard:** Perform standard computer backup procedures.
- 47 **Topic:** Operating Systems  
**Standard:** Provide support and training.
- 48 **Topic:** Operating Systems  
**Standard:** Employ computer system interfaces.
- 49 **Topic:** Basic Mainframe Concepts  
**Standard:** Demonstrate knowledge of mainframe operations.
- 50 **Topic:** Basic Mainframe Concepts  
**Standard:** Demonstrate knowledge of multitiered applications.
- 51 **Topic:** Software Systems Management  
**Standard:** Install/configure software programs.
- 52 **Topic:** Software Systems Management  
**Standard:** Perform configuration management activities.
- 53 **Topic:** Software Systems Management  
**Standard:** Evaluate application software packages.
- 54 **Topic:** System Administration and Control  
**Standard:** Perform general system administration tasks.
- 55 **Topic:** System Administration and Control  
**Standard:** Apply data structure concepts to the storage and retrieval of data.
- 56 **Topic:** System Administration and Control  
**Standard:** Query a database.
- 57 **Topic:** System Administration and Control  
**Standard:** Transfer files between mid-range and microcomputer systems.

## Course: Information Technology: 11.42200 Networking

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- 35 **Topic:** Networking Essentials  
**Standard:** Demonstrate knowledge of basic network classifications and topologies.
- 36 **Topic:** Networking Essentials  
**Standard:** Demonstrate knowledge of local-area network (LAN) trends and issues.

- 37**      **Topic:** Networking Essentials  
**Standard:** Demonstrate knowledge of common network computing platforms.
- 38**      **Topic:** Networking Essentials  
**Standard:** Demonstrate knowledge of LAN physical media.
- 39**      **Topic:** Networking Essentials  
**Standard:** Demonstrate knowledge of network connectivity basics.
- 40**      **Topic:** Networking Essentials  
**Standard:** Differentiate processes, services, and protocols.
- 41**      **Topic:** Networking Essentials  
**Standard:** Demonstrate knowledge of the Open Systems Interconnection (OSI) standard (ISO Standard 7498).
- 42**      **Topic:** Networking Essentials  
**Standard:** Demonstrate knowledge of communication standards for networks.
- 43**      **Topic:** Network Architectures  
**Standard:** Demonstrate knowledge of the basics of network architecture.
- 44**      **Topic:** Network Architectures  
**Standard:** Demonstrate knowledge of the basics of Ethernet technology.
- 45**      **Topic:** Network Architectures  
**Standard:** Demonstrate knowledge of the basics of token ring technology.
- 46**      **Topic:** Network Architectures  
**Standard:** Demonstrate knowledge of the basics of token bus, Fiber Distributed Data Interface (FDDI), and wireless LAN technology.
- 47**      **Topic:** Network Architectures  
**Standard:** Demonstrate knowledge of the TCP/IP protocol.
- 48**      **Topic:** Network Architectures  
**Standard:** Demonstrate knowledge of basic communication protocols.
- 49**      **Topic:** Network Architectures  
**Standard:** Install basic system architectures using current Windows operating system software.
- 50**      **Topic:** Network Operating Systems  
**Standard:** Demonstrate knowledge of the general characteristics of network operating systems.
- 51**      **Topic:** Network Operating Systems  
**Standard:** Demonstrate knowledge of network operating systems (i.e., Novell NetWare, Windows NT, LINUX, UNIX, IBM Network, AppleTalk).
- 52**      **Topic:** Network Operating Systems  
**Standard:** Install network system.
- 53**      **Topic:** Wide-Area Networks  
**Standard:** Demonstrate knowledge of basic telecommunications and the interconnection of networks.
- 54**      **Topic:** Network Management  
**Standard:** Demonstrate knowledge of network management activities and procedures.
- 55**      **Topic:** Network Management  
**Standard:** Demonstrate knowledge of network applications.
- 56**      **Topic:** Network Management  
**Standard:** Solve network applications problems.

- 57 **Topic:** Network Management  
**Standard:** Perform network analysis, selection, and design.
- 58 **Topic:** Network Management  
**Standard:** Design network security systems.
- 59 **Topic:** Network Management  
**Standard:** Perform network installation procedures.
- 60 **Topic:** Network Management  
**Standard:** Perform network operation procedures.
- 61 **Standard:** Perform hardware and desktop support.
- 62 **Topic:** Network Management  
**Standard:** Perform network administration.
- 63 **Topic:** Network Management  
**Standard:** Perform network maintenance and diagnostics and testing.

## Course: Information Technology: 11.42400 Database Management and Data Warehousing

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- 35 **Topic:** Database Management System Basics  
**Standard:** Demonstrate knowledge of database management systems.
- 36 **Topic:** Database Management System Basics  
**Standard:** Employ computational and logical operators.
- 37 **Topic:** Database Management System Basics  
**Standard:** Develop report-preparation programs.
- 38 **Topic:** Database Management System Basics  
**Standard:** Develop database programs.
- 39 **Topic:** Database Management System Basics  
**Standard:** Employ a database management system.
- 40 **Topic:** Database Management System Basics  
**Standard:** Manage implementation of a database management system.
- 41 **Topic:** Database Management System Basics  
**Standard:** Monitor a database management system.
- 42 **Topic:** Data Warehousing  
**Standard:** Demonstrate knowledge of basic data warehousing concepts.
- 43 **Topic:** Data Warehousing  
**Standard:** Apply ethical behaviors to data warehousing.
- 44 **Topic:** Data Warehousing  
**Standard:** Perform data entry and updating.
- 45 **Topic:** Data Warehousing  
**Standard:** Perform data retrieval.
- 46 **Topic:** Data Warehousing  
**Standard:** Apply data.

## Course: Information Technology: 11.42600 Information Systems Management

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- 35     **Topic:** Information Systems Theory  
       **Standard:** Demonstrate a basic knowledge of systems theory and quality concepts.
- 36     **Topic:** Information Systems Theory  
       **Standard:** Identify system infrastructure.
- 37     **Topic:** Information Systems Theory  
       **Standard:** Select systems development approach.
- 38     **Topic:** Information Systems Theory  
       **Standard:** Plan strategies for implementing system.
- 39     **Topic:** Information Systems Theory  
       **Standard:** Facilitate measures of achievement.
- 40     **Topic:** Information Systems Administration and Management  
       **Standard:** Conduct organizational planning for information systems.
- 41     **Topic:** Information Systems Administration and Management  
       **Standard:** Establish how information systems will be developed and managed within the organization.
- 42     **Topic:** Information System Analysis and Design  
       **Standard:** Demonstrate knowledge of the role of systems analysts.
- 43     **Topic:** Information System Analysis and Design  
       **Standard:** Initiate a system project.
- 44     **Topic:** Information System Analysis and Design  
       **Standard:** Perform a detailed system investigation and analysis.
- 45     **Topic:** Information System Analysis and Design  
       **Standard:** Design an information system.
- 46     **Topic:** Information System Analysis and Design  
       **Standard:** Develop the information system.
- 47     **Topic:** Information System Analysis and Design  
       **Standard:** Evaluate applications within the information system.

## Course: Information Technology: 11.42800 Digital Media Design and Production

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- 35     **Topic:** Graphic Design Fundamentals  
       **Standard:** Demonstrate basic technical art skills (traditional and electronic).
- 36     **Topic:** Graphic Design Fundamentals  
       **Standard:** Demonstrate knowledge of design principles applicable to print and electronic media.
- 37     **Topic:** Graphic Design Fundamentals  
       **Standard:** Demonstrate design skills applied to both print and electronic media.
- 38     **Topic:** Graphic Design Fundamentals  
       **Standard:** Demonstrate knowledge of available graphics software programs.
- 39     **Topic:** Graphic Design Fundamentals  
       **Standard:** Create computer graphics.

- 40 **Topic:** Graphic Design Fundamentals  
**Standard:** Apply knowledge of typography.
- 41 **Topic:** Digital Media Design  
**Standard:** Create visual design guidelines.
- 42 **Topic:** Digital Media Design  
**Standard:** Demonstrate proficiency in the use of digital imaging techniques and equipment.
- 43 **Topic:** Digital Media Design  
**Standard:** Manipulate images.
- 44 **Topic:** Interactive Digital Media Production  
**Standard:** Demonstrate knowledge of interactive media.
- 45 **Topic:** Interactive Digital Media Production  
**Standard:** Produce interactive media as a member of a development team.
- 46 **Topic:** Final Course Project  
**Standard:** Develop project concept proposal.
- 47 **Topic:** Final Course Project  
**Standard:** Meet client needs.
- 48 **Topic:** Final Course Project  
**Standard:** Develop storyboards to communicate ideas.
- 49 **Topic:** Final Course Project  
**Standard:** Develop flowchart/navigational blueprints.
- 50 **Topic:** Final Course Project  
**Standard:** Write scripts.
- 51 **Topic:** Final Course Project  
**Standard:** Combine media elements to produce an interactive multimedia project.

## Course: Information Technology: 11.43100 Web Page Design

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- 35 **Topic:** Web Site Basics  
**Standard:** Demonstrate knowledge of Web page basics.
- 36 **Topic:** Web Site Basics  
**Standard:** Demonstrate knowledge of Internet programming basics.
- 37 **Topic:** Web Site Basics  
**Standard:** Differentiate among different types of Web sites.
- 38 **Topic:** Web Site Basics  
**Standard:** Demonstrate an acute awareness of the necessity for electronic Web site security.
- 39 **Topic:** Layout and Design  
**Standard:** Demonstrate the fundamentals of Web page layout/design and site preparation.
- 40 **Topic:** Layout and Design  
**Standard:** Format page layout.
- 41 **Topic:** Layout and Design  
**Standard:** Control alignments, white spaces, and borders to enhance the look of a Web page.

- 42 **Topic:** Layout and Design  
**Standard:** Add appropriate color to a formatted Web page.
- 43 **Topic:** Layout and Design  
**Standard:** Manipulate graphics and multimedia in Web design.
- 44 **Topic:** Layout and Design  
**Standard:** Insert and link inline graphics.
- 45 **Topic:** Layout and Design  
**Standard:** Insert multimedia files.
- 46 **Topic:** Layout and Design  
**Standard:** Create an image map.
- 47 **Topic:** Markup Language Text  
**Standard:** Demonstrate the ability to manipulate markup language text.
- 48 **Topic:** Markup Language Text  
**Standard:** Create tables in the markup language format.
- 49 **Topic:** Markup Language Text  
**Standard:** Use markup language tags to construct forms to control input.
- 50 **Topic:** Markup Language Text  
**Standard:** Develop and manipulate radio buttons, checkboxes, scroll boxes, and pulldown menus.
- 51 **Topic:** Markup Language Text  
**Standard:** Expand the features of markup language Web pages by adding scripting.
- 52 **Topic:** Markup Language Text  
**Standard:** Apply Java or VB scripts, objects, event handlers, functions, variables, and conditionals.
- 53 **Topic:** End Project  
**Standard:** Construct a commercial Web site design.
- 54 **Topic:** End Project  
**Standard:** Increase Web site traffic through the use of Internet browsers and search engines.

## Course: Interactive Media: Core Skills

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- 1 **Topic:** Basic Skills  
**Standard:** Locate, understand, and interpret written information in a variety of formats, including such documents as manuals, graphs, reports, and schedules.
- 2 **Topic:** Basic Skills  
**Standard:** Communicate thoughts, ideas, information, and messages in writing and technologically create documents such as letters, directions, manuals, reports, graphs, and flowcharts.
- 3 **Topic:** Basic Skills  
**Standard:** Perform and apply numerical concepts and calculations, and solve problems by choosing appropriately from a variety of mathematical techniques using mental, manual, and technological methods.
- 4 **Topic:** Basic Skills  
**Standard:** Receive, interpret, and respond to verbal and nonverbal messages in a manner appropriate to a given situation.
- 5 **Topic:** Basic Skills  
**Standard:** Organize ideas and communicate orally in a clear, concise, and courteous manner.
- 6



**Topic:** Thinking Skills

**Standard:** Specify goals, objectives, constraints, and supporting factors.

**7** **Topic:** Thinking Skills

**Standard:** Identify problems, alternative solutions, and consequences of alternative solutions, and use appropriate techniques to resolve given problems.

**8** **Topic:** Thinking Skills

**Standard:** Implement a plan of action making modifications as needed to achieve stated objectives.

**9** **Topic:** Thinking Skills

**Standard:** Use effective learning techniques to acquire and apply new knowledge and skills.

**10** **Topic:** Personal Qualities

**Standard:** Assess self accurately, set personal goals, monitor progress, and exhibit self-control.

**11** **Topic:** Personal Qualities

**Standard:** Choose ethical courses of action.

**12** **Topic:** Personal Qualities

**Standard:** Take initiative to accomplish tasks in a timely manner.

**13** **Topic:** Personal Qualities

**Standard:** Exert a high level of effort and persevere towards goal attainment.

**14** **Topic:** Personal Qualities

**Standard:** Demonstrate adaptability, dependability, responsibility, and such social behaviors as tolerance, honesty, empathy, and courtesy.

**15** **Topic:** Interpersonal Skills

**Standard:** Participate and interact as a team member and leader.

**16** **Topic:** Interpersonal Skills

**Standard:** Share knowledge and skills with others.

**17** **Topic:** Interpersonal Skills

**Standard:** Perform effectively in various environments with people of different ages, genders, cultures, socioeconomic backgrounds, attitudes, and abilities.

**18** **Topic:** Interpersonal Skills

**Standard:** Work to satisfy customer/client expectations.

**19** **Topic:** Interpersonal Skills

**Standard:** Use strategies appropriate to a given situation to prevent and resolve conflicts.

**20** **Topic:** Resources

**Standard:** Select goal-relevant activities, prioritize them, manage time, and prepare and follow schedules.

**21** **Topic:** Resources

**Standard:** Use or prepare budgets, make projections, keep records, and make adjustments to meet objectives.

**22** **Topic:** Resources

**Standard:** Acquire, store, allocate, and use materials and space efficiently.

**23** **Topic:** Technology

**Standard:** Prevent, identify, or solve problems with technical or electronic equipment.

**24** **Topic:** Technology

**Standard:** Operate and maintain technical equipment and the work environment safely following applicable industry regulations and guidelines.

**25** **Topic:** Technology

**Standard:** Utilize a variety of technologies.

26

**Topic:** Business Aspects

**Standard:** Demonstrate understanding of basic economic concepts and how they are applied in business functions and activities.

27

**Topic:** Business Aspects

**Standard:** Identify forms of business ownership.

28

**Topic:** Business Aspects

**Standard:** Demonstrate understanding of the scope of a business, its place within an industry, and the interrelationship of its parts.

29

**Topic:** Business Aspects

**Standard:** Demonstrate understanding of the individual's role, responsibilities, and relationships in the organizational structure of a business.

30

**Topic:** Business Aspects

**Standard:** Maintain safety, health, and environmental standards, and address ergonomic concerns.

31

**Topic:** Career Development

**Standard:** Make potential career decisions based upon interests, abilities, and values, and formulate appropriate plans to reach career goals.

32

**Topic:** Career Development

**Standard:** Demonstrate understanding of the relationship between educational achievement and career planning and how career choices impact family patterns and lifestyle.

33

**Topic:** Career Development

**Standard:** Demonstrate effective skills for seeking and securing employment.

34

**Topic:** Career Development

**Standard:** Demonstrate understanding of education and career development as a lifelong learning process that requires preparation for change.

## Course: Network Systems: Core Skills

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1

**Topic:** Basic Skills

**Standard:** Locate, understand, and interpret written information in a variety of formats, including such documents as manuals, graphs, reports, and schedules.

2

**Topic:** Basic Skills

**Standard:** Communicate thoughts, ideas, information, and messages in writing and technologically create documents such as letters, directions, manuals, reports, graphs, and flowcharts.

3

**Topic:** Basic Skills

**Standard:** Perform and apply numerical concepts and calculations, and solve problems by choosing appropriately from a variety of mathematical techniques using mental, manual, and technological methods.

4

**Topic:** Basic Skills

**Standard:** Receive, interpret, and respond to verbal and nonverbal messages in a manner appropriate to a given situation.

5

**Topic:** Basic Skills

**Standard:** Organize ideas and communicate orally in a clear, concise, and courteous manner.

6

**Topic:** Thinking Skills

**Standard:** Specify goals, objectives, constraints, and supporting factors.

7

**Topic:** Thinking Skills

**Standard:** Identify problems, alternative solutions, and consequences of alternative solutions, and use appropriate techniques to resolve given problems.

- 8**     **Topic:** Thinking Skills  
**Standard:** Implement a plan of action making modifications as needed to achieve stated objectives.
- 9**     **Topic:** Thinking Skills  
**Standard:** Use effective learning techniques to acquire and apply new knowledge and skills.
- 10**    **Topic:** Personal Qualities  
**Standard:** Assess self accurately, set personal goals, monitor progress, and exhibit self-control.
- 11**    **Topic:** Personal Qualities  
**Standard:** Choose ethical courses of action.
- 12**    **Topic:** Personal Qualities  
**Standard:** Take initiative to accomplish tasks in a timely manner.
- 13**    **Topic:** Personal Qualities  
**Standard:** Exert a high level of effort and persevere towards goal attainment.
- 14**    **Topic:** Personal Qualities  
**Standard:** Demonstrate adaptability, dependability, responsibility, and such social behaviors as tolerance, honesty, empathy, and courtesy.
- 15**    **Topic:** Interpersonal Skills  
**Standard:** Participate and interact as a team member and leader.
- 16**    **Topic:** Interpersonal Skills  
**Standard:** Share knowledge and skills with others.
- 17**    **Topic:** Interpersonal Skills  
**Standard:** Perform effectively in various environments with people of different ages, genders, cultures, socioeconomic backgrounds, attitudes, and abilities.
- 18**    **Topic:** Interpersonal Skills  
**Standard:** Work to satisfy customer/client expectations.
- 19**    **Topic:** Interpersonal Skills  
**Standard:** Use strategies appropriate to a given situation to prevent and resolve conflicts.
- 20**    **Topic:** Resources  
**Standard:** Select goal-relevant activities, prioritize them, manage time, and prepare and follow schedules.
- 21**    **Topic:** Resources  
**Standard:** Use or prepare budgets, make projections, keep records, and make adjustments to meet objectives.
- 22**    **Topic:** Resources  
**Standard:** Acquire, store, allocate, and use materials and space efficiently.
- 23**    **Topic:** Technology  
**Standard:** Prevent, identify, or solve problems with technical or electronic equipment.
- 24**    **Topic:** Technology  
**Standard:** Operate and maintain technical equipment and the work environment safely following applicable industry regulations and guidelines.
- 25**    **Topic:** Technology  
**Standard:** Utilize a variety of technologies.
- 26**    **Topic:** Business Aspects  
**Standard:** Demonstrate understanding of basic economic concepts and how they are applied in business functions and activities.
- 27**    **Topic:** Business Aspects

**Standard:** Identify forms of business ownership.

28

**Topic:** Business Aspects

**Standard:** Demonstrate understanding of the scope of a business, its place within an industry, and the interrelationship of its parts.

29

**Topic:** Business Aspects

**Standard:** Demonstrate understanding of the individual's role, responsibilities, and relationships in the organizational structure of a business.

30

**Topic:** Business Aspects

**Standard:** Maintain safety, health, and environmental standards, and address ergonomic concerns.

31

**Topic:** Career Development

**Standard:** Make potential career decisions based upon interests, abilities, and values, and formulate appropriate plans to reach career goals.

32

**Topic:** Career Development

**Standard:** Demonstrate understanding of the relationship between educational achievement and career planning and how career choices impact family patterns and lifestyle.

33

**Topic:** Career Development

**Standard:** Demonstrate effective skills for seeking and securing employment.

34

**Topic:** Career Development

**Standard:** Demonstrate understanding of education and career development as a lifelong learning process that requires preparation for change.

## Course: Office Systems and Support Services: Core Skills

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1

**Topic:** Basic Skills

**Standard:** Locate, understand, and interpret written information in a variety of formats, including such documents as manuals, graphs, reports, and schedules.

2

**Topic:** Basic Skills

**Standard:** Communicate thoughts, ideas, information, and messages in writing and technologically create documents such as letters, directions, manuals, reports, graphs, and flowcharts.

3

**Topic:** Basic Skills

**Standard:** Perform and apply numerical concepts and calculations, and solve problems by choosing appropriately from a variety of mathematical techniques using mental, manual, and technological methods.

4

**Topic:** Basic Skills

**Standard:** Receive, interpret, and respond to verbal and nonverbal messages in a manner appropriate to a given situation.

5

**Topic:** Basic Skills

**Standard:** Organize ideas and communicate orally in a clear, concise, and courteous manner.

6

**Topic:** Thinking Skills

**Standard:** Specify goals, objectives, constraints, and supporting factors.

7

**Topic:** Thinking Skills

**Standard:** Identify problems, alternative solutions, and consequences of alternative solutions, and use appropriate techniques to resolve given problems.

8

**Topic:** Thinking Skills

**Standard:** Implement a plan of action making modifications as needed to achieve stated objectives.

9

**Topic:** Thinking Skills

**Standard:** Use effective learning techniques to acquire and apply new knowledge and skills.

10

**Topic:** Personal Qualities

**Standard:** Assess self accurately, set personal goals, monitor progress, and exhibit self-control.

11

**Topic:** Personal Qualities

**Standard:** Choose ethical courses of action.

12

**Topic:** Personal Qualities

**Standard:** Take initiative to accomplish tasks in a timely manner.

13

**Topic:** Personal Qualities

**Standard:** Exert a high level of effort and persevere towards goal attainment.

14

**Topic:** Personal Qualities

**Standard:** Demonstrate adaptability, dependability, responsibility, and such social behaviors as tolerance, honesty, empathy, and courtesy.

15

**Topic:** Interpersonal Skills

**Standard:** Participate and interact as a team member and leader.

16

**Topic:** Interpersonal Skills

**Standard:** Share knowledge and skills with others.

17

**Topic:** Interpersonal Skills

**Standard:** Perform effectively in various environments with people of different ages, genders, cultures, socioeconomic backgrounds, attitudes, and abilities.

18

**Topic:** Interpersonal Skills

**Standard:** Work to satisfy customer/client expectations.

19

**Topic:** Interpersonal Skills

**Standard:** Use strategies appropriate to a given situation to prevent and resolve conflicts.

20

**Topic:** Resources

**Standard:** Select goal-relevant activities, prioritize them, manage time, and prepare and follow schedules.

21

**Topic:** Resources

**Standard:** Use or prepare budgets, make projections, keep records, and make adjustments to meet objectives.

22

**Topic:** Resources

**Standard:** Acquire, store, allocate, and use materials and space efficiently.

23

**Topic:** Technology

**Standard:** Prevent, identify, or solve problems with technical or electronic equipment.

24

**Topic:** Technology

**Standard:** Operate and maintain technical equipment and the work environment safely following applicable industry regulations and guidelines.

25

**Topic:** Technology

**Standard:** Utilize a variety of technologies.

26

**Topic:** Business Aspects

**Standard:** Demonstrate understanding of basic economic concepts and how they are applied in business functions and activities.

27

**Topic:** Business Aspects

**Standard:** Identify forms of business ownership.

28

**Topic:** Business Aspects

**Standard:** Demonstrate understanding of the scope of a business, its place within an industry, and the interrelationship of its parts.

29

**Topic:** Business Aspects

**Standard:** Demonstrate understanding of the individual's role, responsibilities, and relationships in the organizational structure of a business.

30

**Topic:** Business Aspects

**Standard:** Maintain safety, health, and environmental standards, and address ergonomic concerns.

31

**Topic:** Career Development

**Standard:** Make potential career decisions based upon interests, abilities, and values, and formulate appropriate plans to reach career goals.

32

**Topic:** Career Development

**Standard:** Demonstrate understanding of the relationship between educational achievement and career planning and how career choices impact family patterns and lifestyle.

33

**Topic:** Career Development

**Standard:** Demonstrate effective skills for seeking and securing employment.

34

**Topic:** Career Development

**Standard:** Demonstrate understanding of education and career development as a lifelong learning process that requires preparation for change.

## Course: Office Systems and Support Services: 07.46210 Business Procedures

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35

**Topic:** Human Relations and Interpersonal Skills

**Standard:** Describe characteristics that are critical for effective work performance.

36

**Topic:** Human Relations and Interpersonal Skills

**Standard:** Explain attitudes that contribute to a successful work experience.

37

**Topic:** Human Relations and Interpersonal Skills

**Standard:** Analyze social behavior situations.

38

**Topic:** Human Relations and Interpersonal Skills

**Standard:** Discuss group/team dynamics and interactions between co-workers.

39

**Topic:** Human Relations and Interpersonal Skills

**Standard:** Design short- and long-term career goals.

40

**Topic:** Human Relations and Interpersonal Skills

**Standard:** Prepare a self-assessment.

41

**Topic:** Human Relations and Interpersonal Skills

**Standard:** Prepare a plan of action for career advancement.

42

**Topic:** Human Relations and Interpersonal Skills

**Standard:** Develop strategies to accommodate changes in the workplace.

43

**Topic:** Human Relations and Interpersonal Skills

**Standard:** Develop decision making and problem solving abilities.

44

**Topic:** Communicating Effectively

**Standard:** Prepare and deliver business presentations.

45

**Topic:** Communicating Effectively

**Standard:** Prepare correspondence.

46

**Topic:** Communicating Effectively

**Standard:** Compose written directions.

47

**Topic:** Communicating Effectively

**Standard:** Maintain a telephone log.

48

**Topic:** Communicating Effectively

**Standard:** Handle routine telephone communications utilizing proper techniques and etiquette while receiving, placing, and transferring calls.

- 49**     **Topic:** Communicating Effectively  
**Standard:** Identify proper electronic etiquette in relation to voice mail, e-mail, speakerphone, video, Web, and audio conference calling.
- 50**     **Topic:** Communicating Effectively  
**Standard:** Utilize a telephone directory including global time zones, zip codes, telephone company rates and information, government pages, yellow pages, and recreation pages.
- 51**     **Topic:** Communicating Effectively  
**Standard:** Receive visitors and clients.
- 52**     **Topic:** Communicating Effectively  
**Standard:** Maintain confidential material.
- 53**     **Topic:** Communicating Effectively  
**Standard:** Direct inquiries.
- 54**     **Topic:** Communicating Effectively  
**Standard:** Maintain current technical knowledge.
- 55**     **Topic:** Communicating Effectively  
**Standard:** Develop liaisons with organizations and community.
- 56**     **Topic:** Processing Information and Data  
**Standard:** Identify terms commonly used in information processing.
- 57**     **Topic:** Processing Information and Data  
**Standard:** List the steps in the information processing cycle.
- 58**     **Topic:** Processing Information and Data  
**Standard:** Identify the components of a computer system.
- 59**     **Topic:** Processing Information and Data  
**Standard:** Identify the difference between stand-alone and networked computers.
- 60**     **Topic:** Processing Information and Data  
**Standard:** Produce complex business documents.
- 61**     **Topic:** Processing Information and Data  
**Standard:** Key, process, print and store text and data information using integrated software.
- 62**     **Topic:** Processing Information and Data  
**Standard:** Edit and proofread hard copy.
- 63**     **Topic:** Processing Information and Data  
**Standard:** Key numeric data on 10-key pads using a touch system and correct techniques.
- 64**     **Topic:** Maintaining Equipment and Supplies Functions  
**Standard:** Purchase office equipment and furniture.
- 65**     **Topic:** Maintaining Equipment and Supplies Functions  
**Standard:** Receive, install (or arrange for installation), and store office equipment and supplies.
- 66**     **Topic:** Maintaining Equipment and Supplies Functions  
**Standard:** Maintain software for current office use.
- 67**     **Topic:** Maintaining Equipment and Supplies Functions  
**Standard:** Train or assist others in operating equipment.
- 68**     **Topic:** Maintaining Equipment and Supplies Functions  
**Standard:** Maintain office equipment inventory and leases.
- 69**     **Topic:** Maintaining Equipment and Supplies Functions  
**Standard:** Understand and apply copyright laws.
- 70**     **Topic:** Maintaining Equipment and Supplies Functions  
**Standard:** Schedule office equipment and maintenance.
- 71**     **Topic:** Maintaining Equipment and Supplies Functions

**Standard:** Order and maintain an inventory of forms and supplies.

**72** **Topic:** Maintaining Equipment and Supplies Functions

**Standard:** Perform regular equipment maintenance.

**73** **Topic:** Reprographics

**Standard:** Perform basic maintenance on photocopier including adjusting contrast, loading paper, and changing toner.

**74** **Topic:** Reprographics

**Standard:** Make photocopies of documents including one-sided and two-sided copying, multiple copying, and collating.

**75** **Topic:** Reprographics

**Standard:** Determine optimum process for reproduction of printed materials.

**76** **Topic:** Reprographics

**Standard:** Scan documents electronically.

**77** **Topic:** Reprographics

**Standard:** Reproduce and distribute documents and information.

**78** **Topic:** Organizing and Planning

**Standard:** Identify characteristics of an efficiently organized workstation.

**79** **Topic:** Organizing and Planning

**Standard:** Design an office layout.

**80** **Topic:** Organizing and Planning

**Standard:** Analyze issues related to office ergonomic, security, and safety issues.

**81** **Topic:** Organizing and Planning

**Standard:** Develop an office security plan.

**82** **Topic:** Organizing and Planning

**Standard:** Prepare an agenda and compile materials for meeting.

**83** **Topic:** Organizing and Planning

**Standard:** Develop a plan for organizing one's own work.

**84** **Topic:** Organizing and Planning

**Standard:** Utilize a reminder/time management system(s) to calendar and prioritize work activities.

**85** **Topic:** Organizing and Planning

**Standard:** Coordinate work schedules and distribution of work.

**86** **Topic:** Organizing and Planning

**Standard:** Gather and compile data for company reports.

**87** **Standard:** Maintain an appointment calendar manually and electronically.

**88** **Topic:** Organizing and Planning

**Standard:** Make travel arrangements and prepare itineraries.

**89** **Topic:** Organizing and Planning

**Standard:** Arrange meetings, conferences and other functions.

**90** **Topic:** Organizing and Planning

**Standard:** Obtain facilities and audiovisual equipment for meetings, conferences, and other functions.

**91** **Topic:** Organizing and Planning

**Standard:** Arrange teleconference calls, teleconferences via satellite downlinks, teleconferences via two-way interactive video on ISDN lines, and Web conferences.

**92** **Topic:** Organizing and Planning

**Standard:** Maintain an address book.

**93** **Topic:** Managing Financial Functions

**Standard:** Prepare payroll records.

**94** **Topic:** Managing Financial Functions

**Standard:** Process invoices for payment.



- 95**     **Topic:** Managing Financial Functions  
**Standard:** Plan for budgetary needs.
- 96**     **Topic:** Managing Financial Functions  
**Standard:** Manage office expenses.
- 97**     **Topic:** Managing Financial Functions  
**Standard:** Balance cash and receipts.
- 98**     **Topic:** Managing Financial Functions  
**Standard:** Prepare bank deposits.
- 99**     **Topic:** Managing Financial Functions  
**Standard:** Balance bank statements.
- 100**    **Topic:** Managing Financial Functions  
**Standard:** Maintain accounting journals.
- 101**    **Topic:** Managing Financial Functions  
**Standard:** Prepare purchase requisitions.
- 102**    **Topic:** Managing Financial Functions  
**Standard:** Complete travel expense reports.
- 103**    **Topic:** Managing Financial Functions  
**Standard:** Accept payments.
- 104**    **Topic:** Managing Financial Functions  
**Standard:** Maintain records for billing.
- 105**    **Topic:** Managing Information  
**Standard:** Send and receive voice and electronic mail.
- 106**    **Topic:** Managing Information  
**Standard:** Send and receive fax/modem documents.
- 107**    **Topic:** Managing Information  
**Standard:** Process incoming and outgoing mail.
- 108**    **Topic:** Managing Information  
**Standard:** Utilize delivery services.
- 109**    **Topic:** Managing Information  
**Standard:** Compare and contrast filing systems.
- 110**    **Topic:** Managing Information  
**Standard:** Set up a records management system.
- 111**    **Topic:** Managing Information  
**Standard:** Maintain a secure filing system.
- 112**    **Topic:** Managing Information  
**Standard:** Maintain various types of files, records and reference libraries.
- 113**    **Topic:** Managing Information  
**Standard:** Retrieve information from files and prepare for distribution.
- 114**    **Topic:** Managing Information  
**Standard:** Purge records and/or files.
- 115**    **Topic:** Managing Information  
**Standard:** Back-up data and computer systems.
- 116**    **Topic:** Professionalism and Leadership  
**Standard:** Explain the value of leadership skills.
- 117**    **Topic:** Professionalism and Leadership  
**Standard:** Assess image building and decision making skills.
- 118**    **Topic:** Professionalism and Leadership

**Standard:** Illustrate public relations techniques.

**119** **Topic:** Professionalism and Leadership

**Standard:** Demonstrate effective teamwork.

**120** **Topic:** Professionalism and Leadership

**Standard:** Outline the goals and principles of student and professional business organizations.

## Course: Office Systems and Support Services: 07.48110 Business Document Processing

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**35** **Topic:** Laws and Licenses

**Standard:** Explain key principles in the Electronic Users' Bill of Rights (e.g. safety, security, ownership, and privacy).

**36** **Topic:** Laws and Licenses

**Standard:** Identify copyright and patent laws pertaining to scanned images and documents, electronic clip art, scanned photography, trademarks, and information (graphics and text) downloaded from the Internet.

**37** **Topic:** Laws and Licenses

**Standard:** Identify licensing agreements associated with word processing and desktop publishing software.

**38** **Topic:** Input Technologies

**Standard:** Import and export files from software programs, the Internet, by scanning, using Adobe, and OCR.

**39** **Topic:** Input Technologies

**Standard:** Use speech recognition software to create documents.

**40** **Topic:** Create, Format and Edit Business Documents

**Standard:** Compose business letters, agendas, itineraries, reports, tables, and memos using a variety of formats.

**41** **Topic:** Create, Format and Edit Business Documents

**Standard:** Produce complex business documents including tables, text with tables, columns, graphs, graphics, and/or documented material.

**42** **Topic:** Create, Format and Edit Business Documents

**Standard:** Proofread and edit business documents using software tools and manual techniques.

**43** **Topic:** Create, Format and Edit Business Documents

**Standard:** Manipulate text and data through insertion, deletion, cutting/pasting, and copying.

**44** **Topic:** Create, Format and Edit Business Documents

**Standard:** Troubleshoot software problems using help screens and manuals.

**45** **Topic:** Create, Format and Edit Business Documents

**Standard:** Customize word processing software defaults.

**46** **Topic:** Create, Format and Edit Business Documents

**Standard:** Create documents in multiple-column formats.

**47** **Topic:** Create, Format and Edit Business Documents

**Standard:** Integrate spreadsheet, database, and graphic applications into business documents.

**48** **Topic:** Specialized Word Processing Features

**Standard:** Sort data in ascending and descending order.

**49** **Topic:** Specialized Word Processing Features

**Standard:** Sort data in multiple fields.

**50** **Topic:** Specialized Word Processing Features

**Standard:** Use merge features to create specialized documents (i.e. mailing labels, catalogs, form letters and envelopes).

**51**

**Topic:** Specialized Word Processing Features  
**Standard:** Create a template to assemble a document.

**52** **Topic:** Specialized Word Processing Features  
**Standard:** Create and complete on-screen forms.

**53** **Topic:** Specialized Word Processing Features  
**Standard:** Create multi-page-tabulated reports, financial statements, and business forms.

**54** **Topic:** Specialized Word Processing Features  
**Standard:** Design an outline and use it to produce a business document integrating an index and a table of contents.

**55** **Topic:** Specialized Word Processing Features  
**Standard:** Design a web page using hyperlinks.

**56** **Topic:** Desktop Publishing  
**Standard:** Define and use desktop publishing terminology.

**57** **Topic:** Desktop Publishing  
**Standard:** Identify various items that can be designed and published using publishing software.

**58** **Topic:** Desktop Publishing  
**Standard:** Identify desktop publishing concepts, i.e. audience appeal, design, layout, and marketing.

**59** **Topic:** Desktop Publishing  
**Standard:** Compare and contrast the differences in page layout, graphic, and word processing software.

**60** **Topic:** Desktop Publishing  
**Standard:** Determine appropriate desktop publishing software to use based upon the purpose of the publication, intended audience, output format, and time and cost constraints.

**61** **Topic:** Document Graphics  
**Standard:** Manipulate graphics by resizing, cropping, scaling, rotating, positioning, and shading.

**62** **Topic:** Document Graphics  
**Standard:** Edit graphics by using color, filters, and tints.

**63** **Topic:** Document Graphics  
**Standard:** Create scanned files.

**64** **Topic:** Document Graphics  
**Standard:** Create files from a digital camera.

**65** **Topic:** Document Graphics  
**Standard:** Create original drawings in illustration software.

**66** **Topic:** Document Graphics  
**Standard:** Apply object linking in publications.

**67** **Topic:** Document Graphics  
**Standard:** Create text around and on images and shapes.

**68** **Topic:** Document Graphics  
**Standard:** Create tables.

**69** **Topic:** Document Graphics  
**Standard:** Create a document including graphics in the form of clip art, boxes, shading, lines, and illustrations created with drawing and painting tools.

**70** **Topic:** Newsletters, Brochures and Flyers  
**Standard:** Gather samples and compose documents and graphics for use in designing newsletters, brochures, and flyers.

- 71**     **Topic:** Newsletters, Brochures and Flyers  
**Standard:** Apply principles of design, layout, and typography.
- 72**     **Topic:** Newsletters, Brochures and Flyers  
**Standard:** Create a flyer, brochure, and newsletter with text and graphics.
- 73**     **Topic:** Newsletters, Brochures and Flyers  
**Standard:** Import and link charts, tables, images, pictures, graphics, and text from various applications.
- 74**     **Topic:** Business Cards, Forms and Reports  
**Standard:** Generate business cards and letterhead.
- 75**     **Topic:** Business Cards, Forms and Reports  
**Standard:** Produce style sheets.
- 76**     **Topic:** Business Cards, Forms and Reports  
**Standard:** Create multi-page and multi-column business reports and forms.
- 77**     **Topic:** Business Cards, Forms and Reports  
**Standard:** Create business forms using table features.
- 78**     **Topic:** Business Cards, Forms and Reports  
**Standard:** Format a business report including charts and graphics, tables, clipart, and text.
- 79**     **Topic:** Business Cards, Forms and Reports  
**Standard:** Create business forms and documents using software templates and wizards.
- 80**     **Topic:** Developing a Portfolio  
**Standard:** Explain the purpose of portfolios.
- 81**     **Topic:** Developing a Portfolio  
**Standard:** Select appropriate pieces for a portfolio based on the audience.
- 82**     **Topic:** Developing a Portfolio  
**Standard:** Explain the reasons for selecting the pieces in the portfolio.
- 83**     **Topic:** Professionalism and Leadership  
**Standard:** Explain the value of leadership skills.
- 84**     **Topic:** Professionalism and Leadership  
**Standard:** Assess image building and decision making skills.
- 85**     **Topic:** Professionalism and Leadership  
**Standard:** Illustrate public relations techniques.
- 86**     **Topic:** Professionalism and Leadership  
**Standard:** Demonstrate effective teamwork.
- 87**     **Topic:** Professionalism and Leadership  
**Standard:** Outline the goals and principles of student and professional business organizations.

Course: Office Systems and Support Services: 07.48200 Business Data Applications

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- 35**     **Topic:** Laws and Licenses  
**Standard:** Explain key principles in the Electronic Users' Bill of Rights (e.g. safety, security, ownership, and privacy).
- 36**     **Topic:** Laws and Licenses  
**Standard:** Identify copyright and patent laws pertaining to scanned images and documents, electronic clip art, scanned photography, trademarks, and information (graphics and text) downloaded from the Internet.

- 37**      **Topic:** Laws and Licenses  
**Standard:** Identify licensing agreements associated with spreadsheet and database software.
- 38**      **Topic:** Worksheets and Workbooks  
**Standard:** Identify and define spreadsheet application terminology.
- 39**      **Topic:** Worksheets and Workbooks  
**Standard:** Utilize different types of cell entry and editing features.
- 40**      **Topic:** Worksheets and Workbooks  
**Standard:** Perform document maintenance functions.
- 41**      **Topic:** Worksheets and Workbooks  
**Standard:** Plan and create a customized worksheet.
- 42**      **Topic:** Worksheets and Workbooks  
**Standard:** Design and create enhanced spreadsheets using special functions.
- 43**      **Topic:** Worksheets and Workbooks  
**Standard:** Use templates to create new workbooks.
- 44**      **Topic:** Worksheets and Workbooks  
**Standard:** Record, update, format, arrange, and print data.
- 45**      **Topic:** Worksheets and Workbooks  
**Standard:** Insert, delete, hide, unhide, freeze, and unfreeze rows and columns.
- 46**      **Topic:** Worksheets and Workbooks  
**Standard:** Change settings and utilize tools.
- 47**      **Topic:** Worksheets and Workbooks  
**Standard:** Rename, insert, delete, move, and copy worksheets within a single workbook and across multiple workbooks.
- 48**      **Topic:** Worksheets and Workbooks  
**Standard:** Create linked worksheets and consolidate data using references.
- 49**      **Topic:** Worksheets and Workbooks  
**Standard:** Establish viewing and printing parameters for worksheets and workbooks.
- 50**      **Topic:** Worksheets and Workbooks  
**Standard:** Incorporate headers and footers in business spreadsheets.
- 51**      **Topic:** Formulas and Functions  
**Standard:** Utilize absolute and relative references.
- 52**      **Topic:** Formulas and Functions  
**Standard:** Select and utilize appropriate functions including basics, date, financial, statistical, and logical functions.
- 53**      **Topic:** Formulas and Functions  
**Standard:** Use special calculation functions to generate a worksheet.
- 54**      **Topic:** Formulas and Functions  
**Standard:** Create and use macros and templates.
- 55**      **Topic:** Formulas and Functions  
**Standard:** Analyze spreadsheet data to make financial business decisions.
- 56**      **Topic:** Charts, Objects, and Graphics  
**Standard:** Define terms related to graphs and charts.
- 57**      **Topic:** Charts, Objects, and Graphics  
**Standard:** Use wizards to create a chart.

- 58**      **Topic:** Charts, Objects, and Graphics  
**Standard:** Modify, preview, and print charts.
- 59**      **Topic:** Charts, Objects, and Graphics  
**Standard:** Insert, move, and delete an object (graphic).
- 60**      **Topic:** Charts, Objects, and Graphics  
**Standard:** Create and modify lines and objects.
- 61**      **Topic:** Project Collaboration/Teams  
**Standard:** Create, edit and remove comments.
- 62**      **Topic:** Project Collaboration/Teams  
**Standard:** Apply and remove worksheet and workbook protection.
- 63**      **Topic:** Project Collaboration/Teams  
**Standard:** Change workbook properties.
- 64**      **Topic:** Project Collaboration/Teams  
**Standard:** Apply and remove file passwords and track changes on shared workbooks.
- 65**      **Topic:** Project Collaboration/Teams  
**Standard:** Create shared and merged workbooks.
- 66**      **Topic:** Database Design and Planning  
**Standard:** Identify the purposes, functions, and features of database software.
- 67**      **Topic:** Database Design and Planning  
**Standard:** Compare types of databases.
- 68**      **Topic:** Database Design and Planning  
**Standard:** Identify the characteristics of a relational database.
- 69**      **Topic:** Database Design and Planning  
**Standard:** Summarize the database design process.
- 70**      **Topic:** Database Design and Planning  
**Standard:** Determine appropriate database inputs/outputs.
- 71**      **Topic:** Database Design and Planning  
**Standard:** Create a table structure.
- 72**      **Topic:** Database Design and Planning  
**Standard:** Create a database.
- 73**      **Topic:** Database Design and Planning  
**Standard:** Establish table relationships and create appropriate links.
- 74**      **Topic:** Tables, Forms and Reports  
**Standard:** Discuss purpose of field descriptions in database objects and their formatting.
- 75**      **Topic:** Tables, Forms and Reports  
**Standard:** Plan a form.
- 76**      **Topic:** Tables, Forms and Reports  
**Standard:** Create tables, forms and reports using wizards.
- 77**      **Topic:** Tables, Forms and Reports  
**Standard:** Establish primary keys for a table.
- 78**      **Topic:** Tables, Forms and Reports  
**Standard:** Modify field properties in tables, forms and reports.

- 79**      **Topic:** Tables, Forms and Reports  
**Standard:** Modify format properties of forms and reports.
- 80**      **Topic:** Tables, Forms and Reports  
**Standard:** Utilize the Control Toolbox to add controls to forms and reports.
- 81**      **Topic:** Tables, Forms and Reports  
**Standard:** Utilize form and report sections.
- 82**      **Topic:** Tables, Forms and Reports  
**Standard:** Utilize multiple data types.
- 83**      **Topic:** Tables, Forms and Reports  
**Standard:** Compare and contrast reports and forms.
- 84**      **Topic:** Tables, Forms and Reports  
**Standard:** Use various wizards to enhance tables.
- 85**      **Topic:** Tables, Forms and Reports  
**Standard:** Use a calculated control on a form and report.
- 86**      **Topic:** Organization of Information  
**Standard:** Enter, delete, and find records.
- 87**      **Topic:** Organization of Information  
**Standard:** Analyze the different methods of sorting and filtering and suggest appropriate uses for each.
- 88**      **Topic:** Organization of Information  
**Standard:** Sort records.
- 89**      **Topic:** Organization of Information  
**Standard:** Discuss filtering of data and the effect filtering has on the information.
- 90**      **Topic:** Organization of Information  
**Standard:** Apply and remove filters.
- 91**      **Topic:** Organization of Information  
**Standard:** Design, create, format, display, and print sorted reports.
- 92**      **Topic:** Organization of Information  
**Standard:** Analyze and summarize report data.
- 93**      **Topic:** Organization of Information  
**Standard:** Use basic queries to obtain information from data.
- 94**      **Topic:** Organization of Information  
**Standard:** Create a calculated field.
- 95**      **Topic:** Organization of Information  
**Standard:** Explain the purposes of indexing and how it assists in data collection.
- 96**      **Topic:** Defining Relationships  
**Standard:** Identify relationships.
- 97**      **Topic:** Defining Relationships  
**Standard:** Create relationships and describe the effect different relationships have on data results.
- 98**      **Topic:** Defining Relationships  
**Standard:** Define referential integrity and discuss its effects on data.
- 99**      **Topic:** Database Maintenance  
**Standard:** Back up and restore a business database.

- 100**      **Topic:** Database Maintenance  
**Standard:** Compact and repair a database.
- 101**      **Topic:** Database Maintenance  
**Standard:** Repair database relationships, links, and hyperlinks.
- 102**      **Topic:** Professionalism and Leadership  
**Standard:** Explain the value of leadership skills.
- 103**      **Topic:** Professionalism and Leadership  
**Standard:** Assess image building and decision making skills.
- 104**      **Topic:** Professionalism and Leadership  
**Standard:** Illustrate public relations techniques.
- 105**      **Topic:** Professionalism and Leadership  
**Standard:** Demonstrate effective teamwork.
- 106**      **Topic:** Professionalism and Leadership  
**Standard:** Outline the goals and principles of student and professional business organizations.

Course: Office Systems and Support Services: 07.48310 Multimedia Presentations & Communication Technology

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- 35**      **Topic:** Laws and Licenses  
**Standard:** Explain key principles in the Electronic Users' Bill of Rights (e.g. safety, security, ownership, and privacy).
- 36**      **Topic:** Laws and Licenses  
**Standard:** Identify copyright and patent laws pertaining to scanned images and documents, electronic clip art, scanned photography, trademarks, and information (graphics and text) downloaded from the Internet.
- 37**      **Topic:** Laws and Licenses  
**Standard:** Identify licensing agreements associated with multimedia presentations and electronic communications.
- 38**      **Topic:** Presentations  
**Standard:** Identify components of effective electronic presentations.
- 39**      **Topic:** Presentations  
**Standard:** Create a presentation manually or use automated tools.
- 40**      **Topic:** Presentations  
**Standard:** Identify the target audience of presentation.
- 41**      **Topic:** Presentations  
**Standard:** Design a presentation to appeal to target audience.
- 42**      **Topic:** Presentations  
**Standard:** Rearrange slides, rehearse timings, and modify slide layout.
- 43**      **Topic:** Multimedia Concepts and Design  
**Standard:** Define the uses and terminology of multimedia production.
- 44**      **Topic:** Multimedia Concepts and Design  
**Standard:** Define and identify the components of multimedia.
- 45**      **Topic:** Multimedia Concepts and Design  
**Standard:** Compare categories of multimedia software including presentation, authoring, animation, and sound.
- 46**      **Topic:** Multimedia Concepts and Design



**Standard:** Identify multimedia equipment and computer hardware requirements for various types of media.

- 47**     **Topic:** Multimedia Concepts and Design  
**Standard:** Describe examples of digital media such as graphics, digital photography, video, sound, music, and animation.
- 48**     **Topic:** Multimedia Concepts and Design  
**Standard:** Identify design principles used in multimedia productions.
- 49**     **Topic:** Multimedia Concepts and Design  
**Standard:** Determine the appropriate type of multimedia presentation based upon purpose, intended audience, life of the presentation, cost limits, time restraints, and equipment availability.
- 50**     **Topic:** Multimedia Concepts and Design  
**Standard:** Design and plan a multimedia project using transitions, build effects, sound, animation, video, word art, graphics, color, and scanned/digital images.
- 51**     **Topic:** Multimedia Concepts and Design  
**Standard:** Create, capture, download, edit, import and export, insert and manipulate animation, audio, graphics, image, sound, and video files.
- 52**     **Topic:** Multimedia Concepts and Design  
**Standard:** Manage files used in multimedia applications.
- 53**     **Topic:** Multimedia Concepts and Design  
**Standard:** Apply tools in toolbars and palettes in various software programs.
- 54**     **Topic:** Multimedia Concepts and Design  
**Standard:** Use storyboarding, outlining, branching, and time management organizational tools to plan multimedia projects.
- 55**     **Topic:** Interactive Presentations  
**Standard:** Create, save, and present a multimedia presentation using various layouts and technology.
- 56**     **Topic:** Interactive Presentations  
**Standard:** Identify the components of an interactive presentation developed with authoring software.
- 57**     **Topic:** Interactive Presentations  
**Standard:** Plan and build folders/stacks with text boxes, picture boxes, and buttons.
- 58**     **Topic:** Interactive Presentations  
**Standard:** Produce master slide/base page.
- 59**     **Topic:** Interactive Presentations  
**Standard:** Add tables and charts to slides.
- 60**     **Topic:** Interactive Presentations  
**Standard:** Import spreadsheet and word processing data into slides.
- 61**     **Topic:** Interactive Presentations  
**Standard:** Set up a review cycle for workgroup/team collaboration.
- 62**     **Topic:** Interactive Presentations  
**Standard:** Develop authoring tutorial/interactive presentations using scripting commands or graphical user interface.
- 63**     **Topic:** Interactive Presentations  
**Standard:** Apply formats, animation schemes and slide transitions to a presentation.
- 64**     **Topic:** Interactive Presentations  
**Standard:** Deliver the presentation using professional standards and techniques.
- 65**     **Topic:** Electronic Communication  
**Standard:** Define terms related to electronic messaging.
- 66**     **Topic:** Electronic Communication

**Standard:** Identify the components of electronic communication software.

67

**Topic:** Electronic Communication

**Standard:** List hardware requirements for various types of electronic communication using the computer.

68

**Topic:** Electronic Communication

**Standard:** Compose and send messages to email addresses in accordance with established business standards.

69

**Topic:** Electronic Communication

**Standard:** Display and print messages.

70

**Topic:** Electronic Communication

**Standard:** Evaluate and apply advanced features of email to include attachments, forwarding, distribution lists, signatures, and organizational strategies.

71

**Topic:** Electronic Communication

**Standard:** Move messages between folders and search for messages.

72

**Topic:** Electronic Communication

**Standard:** Save messages in alternate file formats.

73

**Topic:** Electronic Communication

**Standard:** Use categories to manage messages and set message options.

74

**Topic:** Calendar

**Standard:** Add appointments, meetings and events to the calendar.

75

**Topic:** Calendar

**Standard:** Apply conditional formats to the calendar.

76

**Topic:** Calendar

**Standard:** Respond to meeting requests.

77

**Topic:** Calendar

**Standard:** Use categories to manage appointments.

78

**Topic:** Contacts

**Standard:** Create and edit contacts.

79

**Topic:** Contacts

**Standard:** Organize and sort contacts.

80

**Topic:** Contacts

**Standard:** Link contacts to activities and journal entries.

81

**Topic:** Tasks and Notes

**Standard:** Create and update tasks.

82

**Topic:** Tasks and Notes

**Standard:** Modify task organization and task view.

83

**Topic:** Tasks and Notes

**Standard:** Accept, decline, or delegate tasks.

84

**Topic:** Tasks and Notes

**Standard:** Create and modify notes.

85

**Topic:** Tasks and Notes

**Standard:** Use categories to manage tasks and notes.

86

**Topic:** Professionalism and Leadership

**Standard:** Explain the value of leadership skills.

- 87**     **Topic:** Professionalism and Leadership  
**Standard:** Assess image building and decision making skills.
- 88**     **Topic:** Professionalism and Leadership  
**Standard:** Illustrate public relations techniques.
- 89**     **Topic:** Professionalism and Leadership  
**Standard:** Demonstrate effective teamwork.
- 90**     **Topic:** Professionalism and Leadership  
**Standard:** Outline the goals and principles of student and professional business organizations.

Course: Office Systems and Support Services: 07.48410 Communications for Business

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- 35**     **Topic:** Organizational Skills  
**Standard:** Discuss the importance of time management.
- 36**     **Topic:** Organizational Skills  
**Standard:** Perform a personal time management analysis for a given period of time.
- 37**     **Topic:** Organizational Skills  
**Standard:** Develop a time management plan using cases and simulations.
- 38**     **Topic:** Organizational Skills  
**Standard:** Organize materials, notes, and thoughts for use in written and verbal communication.
- 39**     **Topic:** Organizational Skills  
**Standard:** Develop outlines for impromptu written and verbal communications.
- 40**     **Topic:** Professional and Organizational Communication  
**Standard:** Demonstrate proper respect for authority and diversity.
- 41**     **Topic:** Professional and Organizational Communication  
**Standard:** Respond appropriately to passive, assertive, and aggressive behaviors.
- 42**     **Topic:** Professional and Organizational Communication  
**Standard:** Apply work ethics in a business environment.
- 43**     **Topic:** Professional and Organizational Communication  
**Standard:** Demonstrate the application of problem-solving skills to resolve conflicts.
- 44**     **Topic:** Professional and Organizational Communication  
**Standard:** Write short-term and long-term personal and professional goals.
- 45**     **Topic:** Professional and Organizational Communication  
**Standard:** Give and follow verbal and written communication.
- 46**     **Topic:** Professional and Organizational Communication  
**Standard:** Describe common types of unethical behavior in the workplace.
- 47**     **Topic:** Written Communication  
**Standard:** Format, compose and produce various types of business correspondence (letters, memos, reports, resumes, e-mail).
- 48**     **Topic:** Written Communication  
**Standard:** Utilize appropriate punctuation, word usage, and expression of numbers in business documents.
- 49**     **Topic:** Written Communication  
**Standard:** Compose written communications applying the “you” attitude and tone.
- 50**     **Topic:** Written Communication  
**Standard:** Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous.
- 51**     **Topic:** Written Communication

**Standard:** Enhance documents using electronic spell check, thesaurus, grammar check, layout, design, and graphics as needed.

- 52**    **Topic:** Written Communication  
**Standard:** Respond in writing to routine business situations.
- 53**    **Topic:** Written Communication  
**Standard:** Distinguish between paraphrasing and plagiarism.
- 54**    **Topic:** Written Communication  
**Standard:** Use bias free language.
- 55**    **Topic:** Oral Communications and Presentations  
**Standard:** Use proper telephone techniques and etiquette.
- 56**    **Topic:** Oral Communications and Presentations  
**Standard:** Identify proper procedures for greeting visitors.
- 57**    **Topic:** Oral Communications and Presentations  
**Standard:** Apply practices associated with effective formal and informal presentations.
- 58**    **Topic:** Oral Communications and Presentations  
**Standard:** Organize thoughts to reflect logical, positive and tactful thinking before speaking.
- 59**    **Topic:** Oral Communications and Presentations  
**Standard:** Outline the important points of a speech.
- 60**    **Topic:** Oral Communications and Presentations  
**Standard:** Deliver impromptu and planned speeches.
- 61**    **Topic:** Listening and Observation  
**Standard:** Record complete and accurate messages.
- 62**    **Topic:** Listening and Observation  
**Standard:** Listen attentively by taking accurate notes and summarizing the main points.
- 63**    **Topic:** Listening and Observation  
**Standard:** Record major points of a speaker's message.
- 64**    **Topic:** Listening and Observation  
**Standard:** Recognize and use appropriate non-verbal communication.
- 65**    **Topic:** Listening and Observation  
**Standard:** Interpret and respond to verbal messages and other cues, such as body language, in ways that are appropriate.
- 66**    **Topic:** International Communication  
**Standard:** Distinguish time zones.
- 67**    **Topic:** International Communication  
**Standard:** Demonstrate an understanding of and respect for the business customs and etiquette of various cultures.
- 68**    **Topic:** International Communication  
**Standard:** Prepare letters and documents for different audiences in various countries.
- 69**    **Topic:** International Communication  
**Standard:** Give examples of the different meanings of non-verbal messages in different cultures.
- 70**    **Topic:** Technological Communication  
**Standard:** Use telephone systems, videos, CD-ROMS, scanners, copiers, and other basic business equipment.
- 71**    **Topic:** Technological Communication  
**Standard:** Utilize electronic message technologies (facsimile machines, voice mail, conference calls, pagers, email, chat rooms, Web conferencing, etc.) to communicate.
- 72**    **Topic:** Technological Communication  
**Standard:** Identify security methods for business data.
- 73**    **Topic:** Technological Communication  
**Standard:** Apply the rules of electronic message etiquette.

- 74**     **Topic:** Technological Communication  
**Standard:** Evaluate messages and select appropriate technology for transmitting them.
- 75**     **Topic:** Technological Communication  
**Standard:** Utilize speech recognition software and hardware.
- 76**     **Topic:** Technological Communication  
**Standard:** Apply procedures involved in teleconferencing, videoconferencing, Web conferencing, and Web casting.
- 77**     **Topic:** Technological Communication  
**Standard:** Research, plan, and present a multimedia presentation using text, pictures, graphics, images, sound, color, and full motion video as available.
- 78**     **Topic:** Technological Communication  
**Standard:** Identify and discuss ethics, ownership, employees' rights to information, and confidentiality issues related to electronic communications and data.
- 79**     **Topic:** Employment Communication  
**Standard:** Assess various negotiating skills and techniques.
- 80**     **Topic:** Employment Communication  
**Standard:** Outline a negotiation strategy.
- 81**     **Topic:** Employment Communication  
**Standard:** Utilize various negotiation techniques in multiple situations.
- 82**     **Topic:** Employment Communication  
**Standard:** Discuss the assessment of interests, skills, and abilities as they relate to selecting a job/career.
- 83**     **Topic:** Employment Communication  
**Standard:** List and discuss qualities that employers expect in potential employees.
- 84**     **Topic:** Employment Communication  
**Standard:** Identify ways to find appropriate jobs, including the use of the personal network.
- 85**     **Topic:** Employment Communication  
**Standard:** Write a formal application message, resume, and follow-up message for a job opportunity.
- 86**     **Topic:** Employment Communication  
**Standard:** Prepare a resume in both print and scannable formats.
- 87**     **Topic:** Employment Communication  
**Standard:** Post a resume on an electronic network.
- 88**     **Topic:** Employment Communication  
**Standard:** Participate in and analyze mock interviews.
- 89**     **Topic:** Employment Communication  
**Standard:** Prepare responses to commonly asked interview questions.
- 90**     **Topic:** Employment Communication  
**Standard:** Discuss and demonstrate the importance of appropriate dress in an interview situation.
- 91**     **Topic:** Employment Communication  
**Standard:** Prepare a list of questions to ask an interviewer.
- 92**     **Topic:** Employment Communication  
**Standard:** Discuss the significance of nonverbal communication in the interviewing process.
- 93**     **Topic:** Employment Communication  
**Standard:** Complete job application forms.
- 94**     **Topic:** Employment Communication  
**Standard:** Use correct strategies for accepting or rejecting a job offer.
- 95**     **Topic:** Employment Communication  
**Standard:** Analyze benefits and compensation packages.
- 96**     **Topic:** Employment Communication  
**Standard:** Analyze Georgia employment laws.

- 97**     **Topic:** Professionalism and Leadership  
**Standard:** Explain the value of leadership skills.
- 98**     **Topic:** Professionalism and Leadership  
**Standard:** Assess image building and decision making skills.
- 99**     **Topic:** Professionalism and Leadership  
**Standard:** Illustrate public relations techniques.
- 100**    **Topic:** Professionalism and Leadership  
**Standard:** Demonstrate effective teamwork.
- 101**    **Topic:** Professionalism and Leadership  
**Standard:** Outline the goals and principles of student and professional business organizations.

## Course: Programming and Software Development: Core Skills

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- 1**     **Topic:** Basic Skills  
**Standard:** Locate, understand, and interpret written information in a variety of formats, including such documents as manuals, graphs, reports, and schedules.
- 2**     **Topic:** Basic Skills  
**Standard:** Communicate thoughts, ideas, information, and messages in writing and technologically create documents such as letters, directions, manuals, reports, graphs, and flowcharts.
- 3**     **Topic:** Basic Skills  
**Standard:** Perform and apply numerical concepts and calculations, and solve problems by choosing appropriately from a variety of mathematical techniques using mental, manual, and technological methods.
- 4**     **Topic:** Basic Skills  
**Standard:** Receive, interpret, and respond to verbal and nonverbal messages in a manner appropriate to a given situation.
- 5**     **Topic:** Basic Skills  
**Standard:** Organize ideas and communicate orally in a clear, concise, and courteous manner.
- 6**     **Topic:** Thinking Skills  
**Standard:** Specify goals, objectives, constraints, and supporting factors.
- 7**     **Topic:** Thinking Skills  
**Standard:** Identify problems, alternative solutions, and consequences of alternative solutions, and use appropriate techniques to resolve given problems.
- 8**     **Topic:** Thinking Skills  
**Standard:** Implement a plan of action making modifications as needed to achieve stated objectives.
- 9**     **Topic:** Thinking Skills  
**Standard:** Use effective learning techniques to acquire and apply new knowledge and skills.
- 10**    **Topic:** Personal Qualities  
**Standard:** Assess self accurately, set personal goals, monitor progress, and exhibit self-control.
- 11**    **Topic:** Personal Qualities  
**Standard:** Choose ethical courses of action.
- 12**    **Topic:** Personal Qualities  
**Standard:** Take initiative to accomplish tasks in a timely manner.
- 13**    **Topic:** Personal Qualities  
**Standard:** Exert a high level of effort and persevere towards goal attainment.
- 14**    **Topic:** Personal Qualities

**Standard:** Demonstrate adaptability, dependability, responsibility, and such social behaviors as tolerance, honesty, empathy, and courtesy.

**15**     **Topic:** Interpersonal Skills

**Standard:** Participate and interact as a team member and leader.

**16**     **Topic:** Interpersonal Skills

**Standard:** Share knowledge and skills with others.

**17**     **Topic:** Interpersonal Skills

**Standard:** Perform effectively in various environments with people of different ages, genders, cultures, socioeconomic backgrounds, attitudes, and abilities.

**18**     **Topic:** Interpersonal Skills

**Standard:** Work to satisfy customer/client expectations.

**19**     **Topic:** Interpersonal Skills

**Standard:** Use strategies appropriate to a given situation to prevent and resolve conflicts.

**20**     **Topic:** Resources

**Standard:** Select goal-relevant activities, prioritize them, manage time, and prepare and follow schedules.

**21**     **Topic:** Resources

**Standard:** Use or prepare budgets, make projections, keep records, and make adjustments to meet objectives.

**22**     **Topic:** Resources

**Standard:** Acquire, store, allocate, and use materials and space efficiently.

**23**     **Topic:** Technology

**Standard:** Prevent, identify, or solve problems with technical or electronic equipment.

**24**     **Topic:** Technology

**Standard:** Operate and maintain technical equipment and the work environment safely following applicable industry regulations and guidelines.

**25**     **Topic:** Technology

**Standard:** Utilize a variety of technologies.

**26**     **Topic:** Business Aspects

**Standard:** Demonstrate understanding of basic economic concepts and how they are applied in business functions and activities.

**27**     **Topic:** Business Aspects

**Standard:** Identify forms of business ownership.

**28**     **Topic:** Business Aspects

**Standard:** Demonstrate understanding of the scope of a business, its place within an industry, and the interrelationship of its parts.

**29**     **Topic:** Business Aspects

**Standard:** Demonstrate understanding of the individual's role, responsibilities, and relationships in the organizational structure of a business.

**30**     **Topic:** Business Aspects

**Standard:** Maintain safety, health, and environmental standards, and address ergonomic concerns.

**31**     **Topic:** Career Development

**Standard:** Make potential career decisions based upon interests, abilities, and values, and formulate appropriate plans to reach career goals.

**32**     **Topic:** Career Development

**Standard:** Demonstrate understanding of the relationship between educational achievement and career planning and how career choices impact family patterns and lifestyle.

**33**

**Topic:** Career Development

**Standard:** Demonstrate effective skills for seeking and securing employment.

**34**

**Topic:** Career Development

**Standard:** Demonstrate understanding of education and career development as a lifelong learning process that requires preparation for change.