

Business Education

6–12

Section 51

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1 Knowledge of information and technological systems

1. Identify touch keyboarding techniques.
2. Identify standard formats for business documents.
3. Identify the purposes, functions, terminology, and common features of word processing, spreadsheet, database, digital publishing, presentation, multimedia software, and communication software.
4. Identify the types of networks and their features and uses.
5. Identify hardware and software problems.
6. Identify telecommunications terminology, processes, and procedures.
7. Demonstrate knowledge of legal and ethical practices as they relate to information and technological systems.
8. Identify current programming languages.
9. Select application software appropriate for specific tasks.

2 Knowledge of business communications

1. Identify resources used for researching business information.
2. Identify the rules for standard grammar and punctuation usage.
3. Select and organize the content of business documents.
4. Demonstrate knowledge of verbal and nonverbal communications.
5. Demonstrate knowledge of effective internal and external communications.

3 Knowledge of administrative office systems

1. Identify rules and procedures of records management.
2. Identify appropriate mail-handling procedures.
3. Identify reprographics terminology and processes.

4. Identify health and safety issues in the workplace.
5. Identify characteristics of professional business behavior.
6. Select appropriate administrative office procedures.

4 Knowledge of accounting

1. Identify accounting concepts, terminology, and procedures.
2. Interpret and use financial data.
3. Solve business mathematics problems.
4. Distinguish between manual and computerized accounting.

5 Knowledge of business management

1. Identify management theories, functions, and procedures.
2. Identify leadership and management styles.
3. Determine organizational structure, functions, and responsibilities.
4. Identify strategies to address workplace issues.
5. Identify human resource management approaches.
6. Analyze the impact of government regulations.
7. Analyze financial data to make short-term and long-term decisions.
8. Distinguish among various marketing strategies.
9. Differentiate among the types of business ownership.
10. Identify the characteristics of entrepreneurship.
11. Identify the process of starting and maintaining a business.

6 Knowledge of financial management

1. Identify money management strategies.
2. Identify the role of credit in the U. S. economy.

3. Identify financial services and institutions.
4. Identify the impact of customer service on business.
5. Apply problem-solving skills and pertinent knowledge to consumer decisions.

7 Knowledge of business law

1. Identify and interpret common legal processes, procedures, and documents.
2. Identify the major types of laws and distinguish among them.
3. Demonstrate knowledge of federal, state, and local statutes.
4. Assess organized labor strategies and the legal impact of organized labor.

8 Knowledge of foundations, teaching methods, and professional development

1. Demonstrate knowledge of trends and issues affecting business technology education.
2. Demonstrate knowledge of curriculum planning and development in business technology education.
3. Demonstrate knowledge of strategies for developing and cultivating business partnerships.
4. Demonstrate knowledge of instructional and interpersonal skills that assist students in interacting constructively with others.
5. Demonstrate knowledge of effective lesson presentation and assessment techniques.
6. Identify professional publications and organizations.
7. Demonstrate knowledge of business technology education student organizations.
8. Demonstrate knowledge of online and off-line support and resources.
9. Distinguish among types of ancillary materials and relate each to specific teaching goals.
10. Identify criteria for evaluating resource materials such as software, textbooks, and audio-visuals.

9 Knowledge of international business

1. Apply communication strategies for international business relations.
2. Identify the role and impact of international business activities on local economies.

3. Identify the social, cultural, political, legal, and economic factors that shape and impact the international business environment.
4. Analyze the consequences of international government regulations.
5. Identify issues in the international financial arena.
6. Distinguish among various international marketing strategies.

10 Knowledge of career development

1. Identify personal career management strategies and employability skills on a national and international level.
2. Demonstrate knowledge of workplace trends and issues.