# 2019
## Skills-to-Course Matrix

## Management & Entrepreneurship
**Forest Grove**
**Portland Community College**
**Mar-19**

## Business Management Administration Cluster

| | | | Introduction to Business | Business Communications |
|---|---|---|---|---|
| | | | 12051 | 12009 |
| | | | 12051 | 12051 |
| | | **Cluster Knowledge and Skills (CTE standards)** | 1 | 1 |
| CCTC* | Code Number | KS Statement | N | Y |
| BM 1 | BM01 | Utilize mathematical concepts, skills and problem solving to obtain necessary information for decision-making in business. | X | |
| BM 2 | BM02 | Describe laws, rules and regulations as they apply to effective business operations. | X | |
| BM 3 | BM03 | Explore, develop and apply strategies for ensuring a successful business career. | | X |
| BM 4 | BM04 | Identify, demonstrate and implement solutions in managing effective business customer relationships. | | X |
| BM 5 | BM05 | Implement systems, strategies and techniques used to manage information in a business. | | X |
| BM 6 | BM06 | Implement, monitor and evaluate business processes to ensure efficiency and quality results. | | |

*CCTC -- Common Career Technical Core, from the National Career Clusters® Initiative

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**Management & Entrepreneurship**
Forest Grove
Portland Community College
Mar-19

### Administrative Support Focus Area

| | | | Introduction to Business | Business Communications | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | 12051 | 12009 | | | | | | | |
| | **Focus Area** Knowledge and Skills (CTE standards) | | 12051 | 12051 | | | | | | | |
| | | | 1 | 1 | | | | | | | |
| CCTC* | Code Number | KS Statement | N | Y | | | | | | | |
| BM-ADM 1 | BMAD01 | Plan, staff, lead and organize human resources to enhance employee productivity and satisfaction. | | | | | | | | | |
| BM-ADM 2 | BMAD02 | Access, evaluate and disseminate information for business decision making. | | x | | | | | | | |
| BM-ADM 3 | BMAD03 | Plan, monitor and manage day-to-day business activities. | | x | | | | | | | |
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**Management & Entrepreneurship**

Forest Grove

Portland Community College

Mar-19

## Business Information Management Focus Area

| CCTC* | Code Number | KS Statement | Introduction to Business | Business Communications | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | 12051 | 12009 | | | | | | | | |
| | | | 12051 | 12051 | | | | | | | | |
| **Focus Area Knowledge and Skills (CTE standards)** | | | 1 | 1 | | | | | | | | |
| | | | N | Y | | | | | | | | |
| BM-BIM 1 | BMIM01 | Describe and follow laws and regulations affecting business operations and transactions. | X | | | | | | | | | |
| BM-BIM 2 | BMIM02 | Plan, monitor, manage and maintain the use of financial resources to ensure a business's financial well-being. | X | | | | | | | | | |
| BM-BIM 3 | BMIM03 | Access, evaluate and disseminate information for business decision making. | | | | | | | | | | |
| BM-BIM4 | BMIM04 | Plan, monitor and manage day-to-day business activities to sustain continued business functioning. | | | | | | | | | | |
| BM-BIM 5 | BMIM05 | Plan, organize and manage an organization/department to achieve business goals. | | X | | | | | | | | |

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## General Management Focus Area

| | | | Introduction to Business | Business Communications | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | 12051 | 12009 | | | | | | | | |
| | | | 12051 | 12051 | | | | | | | | |
| | | | 1 | 1 | | | | | | | | |
| **Focus Area Knowledge and Skills (CTE standards)** | | | N | Y | | | | | | | | |
| **CCTC\*** | **Code Number** | **KS Statement** | | | | | | | | | | |
| BM-MGT 1 | BMGM01 | Describe and follow laws and regulations affecting business operations and transactions. | | | | | | | | | | |
| BM-MGT 2 | BMGM02 | Access, evaluate and disseminate information for business decision making. | x | x | | | | | | | | |
| BM-MGT 3 | BMGM03 | Apply economic concepts fundamental to global business operations. | x | | | | | | | | | |
| BM-MGT 4 | BMGM04 | Employ and manage techniques, strategies and systems to enhance business relationships | | x | | | | | | | | |
| BM-MGT 5 | BMGM05 | Plan, monitor, manage and maintain the use of financial resources to ensure a business's financial well-being. | | | | | | | | | | |
| BM-MGT 6 | BMGM06 | Plan, monitor and manage day-to-day business activities to sustain continued business functioning. | | | | | | | | | | |
| BM-MGT 7 | BMGM07 | Plan, organize and manage an organization/department to achieve business goals. | | | | | | | | | | |
| BM-MGT 8 | BMGM08 | Create strategic plans used to manage business growth, profit and goals. | x | | | | | | | | | |

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## Skills-to-Course Matrix

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### Human Resource Management Focus Area

| CCTC* | Code Number | Focus Area Knowledge and Skills (CTE standards) KS Statement | Introduction to Business | Business Communications | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | 12051 | 12009 | | | | | | | | |
| | | | 12051 | 12051 | | | | | | | | |
| | | | 1 | 1 | | | | | | | | |
| | | | N | Y | | | | | | | | |
| BM-HR 1 | BMHR01 | Describe and follow laws and regulations affecting human resource operations. | | | | | | | | | | |
| BM-HR 2 | BMHR02 | Access, evaluate and disseminate information for human resources management decision making. | | | | | | | | | | |
| BM-HR 3 | BMHR03 | Motivate and supervise personnel to achieve completion of projects and business goals. | x | x | | | | | | | | |
| BM-HR 4 | BMHR04 | Plan, monitor and manage the use of financial and human resources to ensure a business's financial well-being. | | | | | | | | | | |
| BM-HR 5 | BMHR05 | Plan, staff, lead, and organize human resources to enhance productivity and satisfaction. | | | | | | | | | | |
| BM-HR 6 | BMHR06 | Plan, monitor and manage day-to-day business activities to foster a healthy and safe work environment. | | | | | | | | | | |
| BM-HR 7 | BMHR07 | Plan, organize and implement compensation, benefits, health and safety programs. | | | | | | | | | | |

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## Operations Management Focus Area

**Instructions**: 1) Enter the Program of Study name above.  2) Enter your high school name. 3) Enter the community college name.  4) Enter the date.  5) Click on the cell for Course 1 Name, Course 2 Name, etc., and replace with your POS course names--secondary and first year of post-secondary. 6) Enter school course numbers. 7) Enter NCES code for the course (secondary only). 8) Enter number of credits awarded.  9) Identify those courses that trigger the TSA for this POS. 10) Finally, check those standards that are <u>taught with intent and purpose</u>, and are <u>assessed</u> in each course.  Note: The optional Focus Area tabs below are included for those POSs that have a very specific industry fociusare using those skill sets for multiple options in a Progam of Study or if you want to use another set of industry validated standards.

| | | | Introduction to Business | Business Communications | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | 12051 | 12009 | | | | | | | | |
| | | | 12051 | 12051 | | | | | | | | |
| **Focus Area** Knowledge and Skills (CTE standards) | | | 1 | 1 | | | | | | | | |
| **CCTC\*** | **Code Number** | **KS Statement** | N | Y | | | | | | | | |
| BM-OM 1 | BMOM01 | Describe and follow laws and regulations affecting business operations and transactions. | X | | | | | | | | | |
| BM-OM 2 | BMOM02 | Develop and maintain positive customer relationships. | | x | | | | | | | | |
| BM-OM 3 | BMOM03 | Apply inventory tracking systems to facilitate operational controls. | | | | | | | | | | |
| BM-OM 4 | BMOM04 | Plan, monitor and manage day-to-day business activities to maintain and improve operational functions. | | | | | | | | | | |
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