

High School Name: Community School (Merlo Station High School)
 Community College Name: Portland Community College
 CTE Program of Study Name: Office Systems
 Date: 9/21/2012

Business Management and Administration Cluster

Skills-to-Course Matrix



Cluster Knowledge and Skills (CTE standards)

Code Number	KS Statement
BAZ01.01	Use effective communication skills to perform business operations.
BAZ02.01	Use technology based tools to accomplish business services and business planning.
BAZ03.01	Understand and assess workplace hazards in order to develop and implement strategies to maintain workplace safety and health.
BAZ04.01	Understand and adhere to laws, regulations, codes of conduct, and codes of ethics when working in the business environment.
BAZ05.01	Understand the roles and responsibilities of employees in a business environment.
BAZ05.02	Understand how to acquire, maintain, and develop career positions in the business environment.
BAZ06.01	Understand financial practices of a business/organization and how it relates to a business/organization's day-to-day operations as well as its overall success.
BAZ07.01	Demonstrate professional behavior and etiquette in all business management and administration teams, work units, departments and organizations in order to enhance the work environment.

Computer Applica	TSA	Computer Applica	TSA	Introduction to Bu	TSA	Business Connect	TSA	PCC: CAS 104	-	PCC: CAS 109	TS	PCC: CAS 129	TSA
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X		X		X		X							
X		X		X		X							
X		X		X		X							
X		X		X		X							
X		X		X		X							
X		X		X		X							
X		X		X		X							
X		X		X		X							

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Administrative & Information Support Focus Area

Skills-to-Course Matrix

Focus Area Knowledge and Skills (CTE standards)

Code Number	KS Statement
BAPF01.01	Use word processing, database and spreadsheet software and computer technology to produce and edit documents.
BAPF01.02	Establish and follow procedures for image processing, electronic filing and managing paper/manual records.
BAPF01.03	Select appropriate formats to prepare internal and external spoken scripts and written documents, as well as to prepare documents for presentation.
BAPF02.01	Understand and follow appropriate business ethics relating to administrative and information support procedures/careers.
BAPF03.01	Apply planning, time management and resource management principles to accomplish workplace efficiency and achieve company objectives.
BAPF03.02	Plan and otherwise make arrangements for business/organizational meetings, including travel arrangements.
BAPF04.01	Understand and use basic business policy and decision-making factors, including risk management, cost-benefit analysis, and supply and demand.
BAPF04.02	Understand and adhere to financial practices concerning careers related to Administrative and Information Support.
BAPF05.01	Understand and follow rules, regulations and laws related to Administrative and Information Support field.
BAPF06.01	Demonstrate professional etiquette when planning, participating, managing and communicating with co-workers and clients.
BAPF07.01	Ensure wellness, safety and health codes are being followed/practiced to maintain and provide a safe working environment.

Computer Applications	TSA	Computer Applications	TSA	Introduction to Business	TSA	Business Connections	TSA
	X		X		X		X
X		X		X		X	
X		X		X		X	
X		X		X		X	
X		X		X		X	
X		X		X		X	
X		X		X		X	
X		X		X		X	
X		X		X		X	

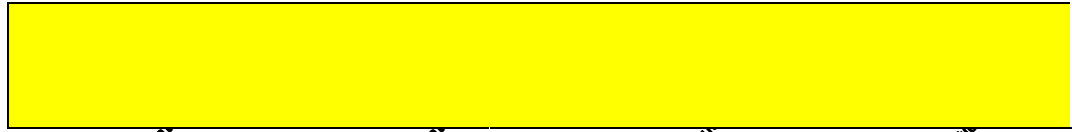
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Business Analysis Focus Area

Skills-to-Course Matrix

Focus Area Knowledge and Skills (CTE standards)



Code Number	KS Statement
BAPD01.01	Use a proven system to identify, communicate, research, and resolve business problems and challenges.
BAPD01.02	Demonstrate an ability to anticipate and adapt to the trends of business analysis in order to ensure optimum consideration of all stakeholders' future in the company, market and/or product/service.
BAPD02.01	Communicate with all stakeholders throughout the business analysis process to ensure alignment of efforts and resources.
BAPD03.01	Use appropriate academic skills to understand, calculate, interpret, and communicate while conducting business analysis.
BAPD04.01	Adhere to business codes and standards concerning business practices and ethics when conducting business analysis.
BAPD05.01	Identify, apply and keep current with laws and regulations that affect business analysis practices.
BAPD06.01	Demonstrate professionalism and business etiquette when working in the business analysis environment.

Computer Applications	TSA	Computer Applications	TSA	Introduction to Business	TSA	Business Connections	TSA
	X		X		X		X

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Business Financial Mgmt. & Accounting Focus Area

Skills-to-Course Matrix

Focus Area Knowledge and Skills (CTE standards)

Code Number	KS Statement
BAPB01.01	Demonstrate an ability to properly manage and apply organizational, computational and interpretive skills to perform accounting and financial operations in written and computerized documents.
BAPB02.01	Use technology to accomplish tasks related to the business financial management and accounting field.
BAPB03.01	Communicate with stakeholders to ensure the business financial management and accounting processes attain goals and mission success.
BAPB04.01	Examine and follow elements and principles of an accounting system to acquire skills in applying good accounting practices.
BAPB05.01	Record business transactions to track business activities and analyze past trends to better plan for future business activities.
BAPB06.01	Apply and adhere to federal, state and local laws, rules and regulations to guide storage and retention of financial records.
BAPB06.02	Identify, apply and keep current with laws and regulations that affect financial, accounting, and recordkeeping practices.

	Computer Applications	TSA	Computer Applications	TSA	Introduction to Business	TSA	Business Connections	TSA
		X		X		X		X
	X		X		X		X	
							X	
							X	
							X	
							X	

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Human Resources Focus Area

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Code Number	KS Statement
BAPC01.01	Develop and administer personnel, wage/salary, and benefits programs for the company that comply with local, state and federal laws and regulations.
BAPC02.01	Develop, maintain, and monitor employee training and development programs.
BAPC03.01	Develop, analyze, and manage an organization's recruitment plan to obtain and retain quality employees.
BAPC03.02	Develop, organize, implement, maintain, and document an organization's personnel policies and procedures.
BAPC03.03	Develop, organize, implement, maintain and document separation, termination and transition programs, policies, practices and procedures.
BAPC04.01	Establish and implement programs, policies, practices and procedures to protect workers and the workplace.
BAPC05.01	Use effective and appropriate tools and modes for all aspects of communication between all stakeholders in the business human resources environment.
BAPC05.02	Effectively and efficiently use current technology-based tools to accomplish human resources activities.
BAPC06.01	Recognize the importance of professional relationships with all stakeholders to business success and continuity.
BAPC07.01	Demonstrate identification, recognition, developing and planning skills to contribute to organizational effectiveness in all aspects of human resources.

Computer Applica-	TSA	Computer Applica-	TSA	Introduction to Bu-	TSA	Business Connecti-	TSA
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				x		x	
				x		x	
				x		x	
x		x		x		x	
x		x		x		x	
x		x		x		x	
				x		x	

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Management Focus Area

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Code Number	KS Statement
BAPA01.01	Develop, implement and evaluate plans, opportunities and standard operating procedures to ensure optimal use and maintenance of facilities, equipment, personnel, supplies and other company assets and resources.
BAPA01.02	Use technology to support goals and accomplish tasks aligned with company projects and visions.
BAPA02.01	Assume appropriate roles to create, deliver, receive and manage business operations in the workplace.
BAPA02.02	Use appropriate technology, roles and strategies to communicate efficiently within the company, as well as with external stakeholders.
BAPA03.01	Adhere to standards, policies, procedures and practices established and accepted by industry to ensure business ethics, codes of conducts are followed and enforced.
BAPA03.02	Follow financial and legal guidelines, rules, regulations and laws to ensure financial and legal practices are being addressed, maintained and followed.
BAPA04.01	Organize the various business services to address all company components and achieve goals and/or project completion.
BAPA05.01	Adhere to safety and health policies and practices to ensure a safe and healthy work environment.
BAPA06.01	Utilize performance standards to monitor progress of personnel, finance, and other functional area.

Computer Applica-	TSA	Computer Applica-	TSA	Introduction to Bu-	TSA	Business Connecti-	TSA
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Marketing & Communications Focus Area

Skills-to-Course Matrix

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Code Number	KS Statement
BAPE01.01	Use a proven communications and marketing research system to determine customer needs and wants.
BAPE01.02	Analyze and use client characteristics to facilitate and complete the buying process.
BAPE01.03	Apply marketing factors and processes to position products and services in a business.
BAPE01.04	Establish selling philosophies to develop customer loyalty and profitability.
BAPE02.01	Apply the concepts and processes necessary to obtain, develop, maintain and improve a product/service mix that meets the needs of customers while producing a profit and maximizing return.
BAPE02.02	Apply pricing strategies to meet competition.
BAPE02.03	Use technology based tools to determine and monitor pricing and other aspects of marketing and communications.
BAPE03.01	Apply the product/service management and quality assurance functions to a marketing business.
BAPE04.01	Adhere to laws, rules, regulations and codes of conduct to ensure compliance with ethical business practices concerning all aspects of the marketing and communications field.
BAPE04.02	Provide ethical, legal and culturally sensitive information to customers and co-workers.
BAPE05.01	Use concepts, strategies and systems necessary to interact effectively and efficiently with prospects, customers, clients, vendors, media, co-workers, and others.
BAPE06.01	Review, evaluate and appraise workplace safety and health policies and procedures to ensure compliance with federal, state and local regulations.
BAPE07.01	Utilize standard processes to move, store, locate and/or transfer ownership of goods and services.

Computer Applica-

TSA

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Computer Applica-

TSA

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Introduction to Bu-

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Business Connecti-

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