

High School Name:
Community College Name:
CTE Program of Study Name:
Date:

Region 2A High Schools
Portland Community College
Office System Program of Study
6/30/2012

Administrative & Information Support Focus Area

Skills-to-Course Matrix

Instructions: 1) Click on Sample High School above and enter your High School Name above. 2) Enter the community college name. 3) Enter the Program of Study name. 4) Enter the date. 5) Click on Course 1, Course 2, etc. below and replace with your POS course names (or numbers). 6) Check those courses that trigger the TSA for this POS. 7) Finally, check those standards that are taught with intent and purpose in each course.

Focus Area Knowledge and Skills (CTE standards)

Code Number	KS Statement	PCC BA 111	PCC CAS 109	PCC CAS 133	PCC CAS 123		PCC BA 101		PCC CAS 170	TSA?
BAPF01.01	Use word processing, database and spreadsheet software and computer technology to produce and edit documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BAPF01.02	Establish and follow procedures for image processing, electronic filing and managing paper/manual records.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BAPF01.03	Select appropriate formats to prepare internal and external spoken scripts and written documents, as well as to prepare documents for presentation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BAPF02.01	Understand and follow appropriate business ethics relating to administrative and information support procedures/careers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BAPF03.01	Apply planning, time management and resource management principles to accomplish workplace efficiency and achieve company objectives.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BAPF03.02	Plan and otherwise make arrangements for business/organizational meetings, including travel arrangements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BAPF04.01	Understand and use basic business policy and decision-making factors, including risk management, cost-benefit analysis, and supply and demand.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BAPF04.02	Understand and adhere to financial practices concerning careers related to Administrative and Information Support.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BAPF05.01	Understand and follow rules, regulations and laws related to Administrative and Information Support field.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BAPF06.01	Demonstrate professional etiquette when planning, participating, managing and communicating with co-workers and clients.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BAPF07.01	Ensure wellness, safety and health codes are being followed/practiced to maintain and provide a safe working environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

High School Name:
Community College Name:
CTE Program of Study Name:
Date:

Sample High School
Portland Community College
Business Financial Mgmt & Acct.
6/30/2012

Business Financial Mgmt. & Accounting Focus Area

Skills-to-Course Matrix

Instructions: 1) Click on Sample High School above and enter your High School Name above. 2) Enter the community college name. 3) Enter the Program of Study name. 4) Enter the date. 5) Click on Course 1, Course 2, etc. below and replace with your POS course names (or numbers). 6) Check those courses that trigger the TSA for this POS. 7) Finally, check those standards that are taught with intent and purpose in each course.

Focus Area Knowledge and Skills (CTE standards)

Code Number	KS Statement	PCC BA 111	TSA?	PCC CAS 109	TSA?	PCC CAS 133	TSA?	PCC CAS 123	TSA?	PCC BA 101	TSA?	PCC CAS 170	TSA?
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BAPB01.01		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
BAPB02.01	Use technology to accomplish tasks related to the business financial management and accounting field.	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
BAPB03.01	Communicate with stakeholders to ensure the business financial management and accounting processes attain goals and mission success.	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
BAPB04.01	Examine and follow elements and principles of an accounting system to acquire skills in applying good accounting practices.	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
BAPB05.01	Record business transactions to track business activities and analyze past trends to better plan for future business activities.	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
BAPB06.01	Apply and adhere to federal, state and local laws, rules and regulations to guide storage and retention of financial records.	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
BAPB06.02	Identify, apply and keep current with laws and regulations that affect financial, accounting, and recordkeeping practices.	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	