

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

St. Helens High School
Portland Community College
Office Systems
3/17/2017

Business Management Administration Cluster

2016

Skills-to-Course Matrix

Instructions: 1) 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, and are assessed in each course. Note: You only need to use the optional Focus Area tabs below if you are using those skill sets for multiple options in a Program of Study or if you want to use another set of industry validated standards.

Cluster Knowledge and Skills (CTE standards)

CCTC	Code Number	KS Statement	TSA-Yes	TSA?	TSA?	TSA?	TSA?	TSA?
BM 1	BM01	Utilize mathematical concepts, skills and problem solving to obtain necessary information for decision-making in business.	x	x		x		
BM 2	BM02	Describe laws, rules and regulations as they apply to effective business operations.		x	x	x		
BM 3	BM03	Explore, develop and apply strategies for ensuring a successful business career.		x	x	x		
BM 4	BM04	Identify, demonstrate and implement solutions in managing effective business customer relationships.		x	x	x		
BM 5	BM05	Implement systems, strategies and techniques used to manage information in a business.	x	x	x	x		
BM 6	BM06	Implement, monitor and evaluate business processes to ensure efficiency and quality results.	x	x				

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Administrative Support Focus Area

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Cluster Knowledge and Skills (CTE standards)

CCTC	Code Number	KS Statement	Business Tech 2	Business Management	Business Principles	Marketing	Business Technology 1
			TSA- Yes	TSA?	TSA?	TSA?	TSA?
BM-ADM 1	BMAD01	Plan, staff, lead and organize human resources to enhance employee productivity and satisfaction.		x			
BM-ADM 2	BMAD02	Access, evaluate and disseminate information for business decision making.	x	x		x	
BM-ADM 3	BMAD03	Plan, monitor and manage day-to-day business activities.		x	x	x	

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Business Information Management Focus Area

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Cluster Knowledge and Skills (CTE standards)

CCTC	Code Number	KS Statement	TSA-Yes	TSA?	TSA?	TSA?	TSA?	TSA?
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	x		x		
BM-BIM 3	BMIM03	Access, evaluate and disseminate information for business decision making.	x	x		x		
BM-BIM4	BMIM04	Plan, monitor and manage day-to-day business activities to sustain continued business functioning.		x		x		
BM-BIM 5	BMIM05	Plan, organize and manage an organization/department to achieve business goals.		x	x	x		

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General Management Focus Area

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Cluster Knowledge and Skills (CTE standards)

CCTC	Code Number	KS Statement	TSA-Yes	TSA?	TSA?	TSA?	TSA?	TSA?
BM-MGT 1	BMGM01	Describe and follow laws and regulations affecting business operations and transactions.		x		x		
BM-MGT 2	BMGM02	Access, evaluate and disseminate information for business decision making.		x				
BM-MGT 3	BMGM03	Apply economic concepts fundamental to global business operations.		x		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.		x		x		
BM-MGT 6	BMGM06	Plan, monitor and manage day-to-day business activities to sustain continued business functioning.		x		x		
BM-MGT 7	BMGM07	Plan, organize and manage an organization/department to achieve business goals.	x	x		x		
BM-MGT 8	BMGM08	Create strategic plans used to manage business growth, profit and goals.	x	x		x		

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Human Resources Management Focus Area

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Cluster Knowledge and Skills (CTE standards)

Business Tec
Business Ma
Business Pri
Marketing
Business Tec

CCTC	Code Number	KS Statement	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?
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.						
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

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Cluster Knowledge and Skills (CTE standards)

Business Tec
Business Ma
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Business Tec

CCTC	Code Number	KS Statement	TSA-Yes	TSA?	TSA?	TSA?	TSA?	TSA?
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.		x				x
BM-OM 4	BMOM04	Plan, monitor and manage day-to-day business activities to maintain and improve operational functions.		x				