Portland Community College Office Systems 12/1/2016

# **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 Progam of Study or if you want to use another set of industry validated standards.

	Cluster Knowledge and Skills (CTE standards)			8A 205	CAS 108	UNS 1333	CAS 2AS	CASITO	URS 276	CAS 206	05245	BA 285
ССТС	Code Number	KS Statement	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?
BM 1	BM01	Utilize mathematical concepts, skills and problem solving to obtain necessary information for decision-making in business.	х	Х		х	х	х	х	х	Х	
BM 2	I BIVIUZ	Describe laws, rules and regulations as they apply to effective business operations.									Х	
BM 3	BM03	Explore, develop and apply strategies for ensuring a successful business career.										
BM 4	BM04	Identify, demonstrate and implement solutions in managing effective business customer relationships.									Х	
BM 5	BM05	Implement systems, strategies and techniques used to manage information in a business.					X	х			X	
BM 6	BM06	Implement, monitor and evaluate business processes to ensure efficiency and									X	

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# **Administrative Support Focus Area**

2016

**Skills-to-Course Matrix** 

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Focus Area Knowledge and Skills (CTE standards)			8A 111	&R ZOS	US 109	US 133	cas and	CAS 270	US 216	CAS 2A6	05245	&A 285
ССТС	Code Number	KS Statement	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?
BM-ADM 1	BMAD01	Plan, staff, lead and organize human resources to enhance employee productivity and satisfaction.									Х	
BM-ADM 2	BMAD02	Access, evaluate and disseminate information for business decision making.		х	Х	х	Х	х	Х	Х	Х	
BM-ADM 3	BMAD03	Plan, monitor and manage day-to-day business activities.						Х			Χ	

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# **Business Information Management Focus Area**

2016

**Skills-to-Course Matrix** 

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Focus Area Knowledge and Skills (CTE standards)			BA 111	8A 205	CAS 108	US 133	CAS 2AD	CAS 270	CAS 216	CASZAB	05205	8A 285
ССТС	Code Number	KS Statement	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?
BM-BIM 1	BMIM01	Describe and follow laws and regulations affecting business operations and transactions.									Х	
BM-BIM 2	BMIM02	Plan, monitor, manage and maintain the use of financial resources to ensure a business's financial well-being.	х									
BM-BIM 3	ВМІМ03	Access, evaluate and disseminate information for business decision making.		Х	X	Х	X	X	Х	Х	X	
BM-BIM4	BMIM04	Plan, monitor and manage day-to-day business activities to sustain continued business functioning.									Х	
BM-BIM 5	BMIM05	Plan, organize and manage an organization/department to achieve					v	v			v	v

#### Portland Community College Office Systems 12/1/2016

### **General Management Focus Area**

2016

**Skills-to-Course Matrix** 

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	Focus Are	ea Knowledge and Skills (CTE standards)	BA 111	BA 205	C15.1018	US 133	CAS 140	CAS 1710	CAS 216	CAS ZAV	05245	8A 285
ССТС	Code Numbe	KS Statement	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?
BM-MGT 1		Describe and follow laws and regulations affecting business operations and transactions.									Х	
BM-MGT 2	BIVIGIVIUZ	Access, evaluate and disseminate information for business decision making.		х	Х	X	X	Х	x	X	Х	
BM-MGT 3	BMGM03	Apply economic concepts fundamental to global business operations.										
BM-MGT 4	I BIVICANIUA	Employ and manage techniques, strategies and systems to enhance business relationships									Х	Х
BM-MGT 5		Plan, monitor, manage and maintain the use of financial resources to ensure a business's financial well-being.	х									
BM-MGT 6		Plan, monitor and manage day-to-day business activities to sustain continued business functioning.									X	Х
BM-MGT 7	BMGM07	Plan, organize and manage an organization/department to achieve business goals.					X				Х	
BM-MGT 8	BMGM08	Create strategic plans used to manage business growth, profit and goals.										

#### Portland Community College Office Systems 12/1/2016

# **Human Resources Management Focus Area**

2016

**Skills-to-Course Matrix** 

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	Focus Are	ea Knowledge and Skills (CTE standards)	BA 111	8A 20'S	CAS 109	CAS 133	CAS 140	casito	CAS 276	CAS ZAG	05245	8A 285
ССТС	Code Number	KS Statement	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?
BM-HR 1	BMHR01	Describe and follow laws and regulations affecting human resource operations.										х
BM-HR 2	BMHR02	Access, evaluate and disseminate information for human resources management decision making.		X	х	х	X	х	X	х	Х	
BM-HR 3	BMHR03	Motivate and supervise personnel to achieve completion of projects and business goals.										х
BM-HR 4	BMHR04	Plan, monitor and manage the use of financial and human resources to ensure a business's financial well-being.	X					х				
BM-HR 5	BMHR05	Plan, staff, lead, and organize human resources to enhance productivity and satisfaction.										х
BM-HR 6		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.										
									1			<u> </u>

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# **Operations Management Focus Area**

2016

**Skills-to-Course Matrix** 

mprove operational functions.

BMOM04

BM-OM 4

Plan, monitor and manage day-to-day business activities to maintain and

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Focus Area Knowledge and Skills (CTE standards)		8A 111	8A 205	US 109	US 133	cas lan	CAS 170	CAS 226	CAS 246	05245	8A 285	
ССТС	Code Number	KS Statement	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?	TSA?
BM-OM 1	I BIVIOIVIUI	Describe and follow laws and regulations affecting business operations and transactions.									Х	
BM-OM 2	BMOM02	Develop and maintain positive customer relationships.									Χ	Х
BM-OM 3	BMOM03	Apply inventory tracking systems to facilitate operational controls.	Х			Х		Х		Х		