

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

2016

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.

[illegible]

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

Portland Community College
Office Systems
12/1/2016

Administrative Support Focus Area

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.

Focus Area Knowledge and Skills (CTE standards)

CCTC	Code Number	KS Statement	BA 111 TSA?	BA 205 TSA?	CAS 109 TSA?	CAS 133 TSA?	CAS 140 TSA?	CAS 170 TSA?	CAS 216 TSA?	CAS 246 TSA?	OS 245 TSA?	BA 285 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	X	X	X	X	X	
BM-ADM 3	BMAD03	Plan, monitor and manage day-to-day business activities.						X			X	

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

Portland Community College
Office Systems
12/1/2016

Business Information Management Focus Area

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.

Focus Area Knowledge and Skills (CTE standards)

CCTC	Code Number	KS Statement	BA 111 TSA?	BA 205 TSA?	CAS 109 TSA?	CAS 133 TSA?	CAS 140 TSA?	CAS 170 TSA?	CAS 216 TSA?	CAS 246 TSA?	OS 245 TSA?	BA 285 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									
BM-BIM 3	BMIM03	Access, evaluate and disseminate information for business decision making.		X	X	X	X	X	X	X	X	
BM-BIM4	BMIM04	Plan, monitor and manage day-to-day business activities to sustain continued business functioning.									X	
BM-BIM 5	BMIM05	Plan, organize and manage an organization/department to achieve business goals.					X	X			X	X

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

12/1/2016

2016

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.

BA 111

BA 205

CAS 109

CAS 133

CAS 140

CAS 176

CAS 216

CAS 246

OS 245

BA 285

[illegible]

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

2016

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.

BA 111

BA 205

CAS 109

CAS 133

CAS 140

CAS 170

CAS 216

CAS 246

OS 245

BA 285

[illegible]

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

Portland Community College
Office Systems
12/1/2016

Operations Management Focus Area

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.

Focus Area Knowledge and Skills (CTE standards)

CCTC	Code Number	KS Statement	BA 111	BA 205	CAS 109	CAS 133	CAS 140	CAS 170	CAS 216	CAS 246	OS 245	BA 285
			TSA?	TSA?	TSA?	TSA?	TSA?	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	X
BM-OM 3	BMOM03	Apply inventory tracking systems to facilitate operational controls.	X			X		X		X		
BM-OM 4	BMOM04	Plan, monitor and manage day-to-day business activities to maintain and improve operational functions.	X					X			X	X