

SCCSD Business Education – Standards and Benchmarks

- 1. The student will develop an understanding of economic concepts and strategies. (s4) (F4, B&A4)**
 - 1.1 Develop a use of economic terms
 - 1.2 Identify how making choices about economic resources affects economics
 - 1.3 Explain the importance of productivity, and discuss how specialization, division of labor, saving, investment in capital goods and human resources, supply and demand, and technological change affect productivity
 - 1.4 Identify the basic features of different economic systems, and discuss the major features of the U.S. economy.
 - 1.5 Explain the role of core economic institutions and incentives in the U.S. economy
 - 1.6 Describe the role of markets, exchange rates, money, and prices in the U.S. and global economies
 - 1.7 Explain how the U.S. economy functions as a whole, illustrate the role of competitive markets, and describe macroeconomic measures of economic activity such as gross domestic product, unemployment, and inflation
 - 1.8 Discuss the role of government in an economic system, especially the necessary and desirable role of government in the U.S. economy.
 - 1.9 Describe rights and responsibilities of citizens, workers, and consumers in the U.S. economy, including their role in making decisions through the political process that affect the allocation of limited personal and public resources to meet individual and societal needs and wants
 - 1.10 Examine the importance of economic relationships among nations and describe the social, cultural, political, legal, ethical, and economic factors that shape and impact international trade, investment, and monetary relations
 - 1.11 Relate personal interests, wants, and abilities to career choices and assess how conditions in the global labor market may affect career choices

- 2. The student will develop basic personal business skills. (s8) (F8, B&A7, IT4)**
 - 2.1 Develop personal financial management skills, logical reasoning, good judgment, and professional business attitudes
 - 2.2 Develop job-getting and keeping skills by completing job applications, resumes, letters of application, and reviewing interview skills.
 - 2.3 Key and format reports, personal correspondence, and basic business forms
 - 2.4 Interact with computers

- 3. The student will develop interpersonal and entrepreneurship skills and an understanding of career concepts for entry-level employment. (s1,s5) (F1&5, B&A1&5, IT1)**
 - 3.1 Develop skills and abilities to enable adapting to changing work environments
 - 3.2 Develop and enhance technology skills
 - 3.3 Develop skills in office, clerical, and accounting procedures
 - 3.4 Identify unique characteristics of an entrepreneur and apply economic concepts when making decisions for an entrepreneurial venture
 - 3.5 Develop a marketing plan for an entrepreneurial venture
 - 3.6 Use analytical procedures to analyze and maintain appropriate records to make business decisions
 - 3.7 Develop a management plan for an entrepreneurial venture and develop a business plan
 - 3.8 Discuss how different forms of business ownership and how they impact entrepreneurial choice
 - 3.9 Develop and enhance leadership abilities
 - 3.10 Develop and apply teamwork competencies
 - 3.11 Develop, utilize and simulate effective employee-employer relations

- 4. The student will develop communications skills and understand the principles of communications. (s2) (F2, B&A2, IT3)**
 - 4.1 Apply verbal and nonverbal communications skills
 - 4.2 Demonstrate effective writing, including grammar, spelling, and punctuation
 - 4.3 Generate documents with appropriate and varied formats

- 5. The student will perform essential mathematical computations for financial decision making. (s3, s6) (F3, B&A3, IT2)**
 - 5.1 Apply basic mathematical operations to solve problems
 - 5.2 Solve problems containing whole numbers, decimals, fractions, percentages, ratios, and proportions
 - 5.3 Use algebraic operations and computerized spreadsheets to solve problems
 - 5.4 Use common international standards of measurement in solving problems, and explain the role, importance, and concepts of international finance and risk management
 - 5.5 Analyze and interpret data using common statistical procedures
 - 5.6 Use mathematical procedures to analyze and solve business problems for such areas as taxation; savings and investments; payroll records; cash management; financial statements; credit management; purchases; sales; inventory records; depreciation, costs, recovery, and depletion
 - 5.7 Complete the various steps of the accounting cycle and explain the purpose of each step
 - 5.8 Determine the value of assets, liabilities, and owner's equity according to generally accepted accounting principles, explaining when and why they are used
 - 5.9 Prepare, interpret, and analyze financial statements using manual and computerized systems for service, merchandising, and manufacturing businesses
 - 5.10 Apply appropriate accounting principles to various forms of ownership, payroll, income taxation, and managerial systems
 - 5.11 Manage limited personal financial resources and recognize that more of the wants and needs of members of a society can be satisfied if wise consumer decisions are made

- 6. The student will develop an understanding of business ethics, business and personal law, and insurance types and functions. (s6, s7, s9) (F6&7, B&A6,7,8, I5&6)**
 - 6.1 Analyze the relationship between ethics and the law and describe the sources of the law, the structure of the court system, the different classifications of procedural law, and the different classifications of substantive law
 - 6.2 Analyze the relationships among contract law, law of sales, and consumer law
 - 6.3 Explain the legal rules that apply to personal property and real property and determine appropriateness of wills and trusts in estate planning
 - 6.4 Analyze the role and importance of agency law and employment law as they relate to the conduct of business in the national and international marketplace
 - 6.5 Analyze the functions of commercial paper, insurance types, secured transactions, and bankruptcy
 - 6.6 Explain how the advances in computer technology impact upon such areas as property law, contract law, criminal law, and international law
 - 6.7 Explain the legal rules that apply to marriage, divorce, and child custody
 - 6.8 Explain the legal rules that apply to environmental law and energy regulation
 - 6.9 Define a code of ethics, develop a code of ethics, and apply a code of ethics to various issues confronted by businesses

7. **The student will understand and apply information management skills. (s8) (F8, B&A7, IT4)**
- 7.1 Describe current and emerging computer architecture; configure, install, and upgrade hardware systems; and diagnose and repair hardware problems
 - 7.2 Identify, select, evaluate, use, install, upgrade, and customize application software; diagnose and solve problems occurring from an application software's installation and use
 - 7.3 Identify, select, evaluate, use, install, upgrade, customize, and diagnose and solve problems with various types of operating systems, environments, and utilities
 - 7.4 Enter, sort, and retrieve data from databases; evaluate media and file structures; and plan, develop and modify file specifications and database schema
 - 7.5 Use, select, evaluate, install, customize, plan, design, and diagnose and solve problems with communications and networking systems
 - 7.6 Use touch keyboarding skills to enter and manipulate text and data
 - 7.7 Select and use word processing, desktop publishing, database, spreadsheet, presentation graphics, multimedia, and imaging software and industry- and subject-specific software
 - 7.8 Plan the selection and acquisition of information systems
 - 7.9 Design and implement security plans and procedures for information systems
 - 7.10 Establish and use a personal code of ethics for information systems use and management
 - 7.11 Assess the impact of information systems on society elect and apply information systems across the curriculum
 - 7.12 Select and apply information systems across the curriculum
 - 7.13 Describe positions and career paths in information systems
8. **Understand and apply management, sales and marketing principles. (s9, s10) (B&A8&9, IT5&6)**
- 8.1 Illustrate how the functions of management are implemented and explain why they are important
 - 8.2 Compare and contrast the basic tenets of management theories and explain why they are important
 - 8.3 Analyze financial data influenced by internal and external factors in order to make long-term and short-term management decisions
 - 8.4 Justify the need to gain and maintain competitive advantage through the use of internal comparisons and external research services
 - 8.5 Describe the activities of human resources managers and their importance to the successful operation of the organization
 - 8.6 Identify various organization structures and discuss the advantages and disadvantages of each
 - 8.7 Develop and use general managerial skills
 - 8.8 Identify, describe, and analyze the impact and relationship of government regulations and community involvement to business management decisions
 - 8.9 Describe the role of organized labor and its influences on government and business
 - 8.10 Apply generally accepted operations management principles and procedures to the design of an operations plan
 - 8.11 Demonstrate a working standard which promotes a productive, positive, healthy work environment
 - 8.12 Identify the roles of marketing
 - 8.13 Identify and describe the four P's of marketing (place, price, production, promotion)
 - 8.14 Identify qualities necessary for a sales career
 - 8.15 Examine and identify product promotion and advertising media