Business/Technology

Standard
BT.1

Business/Technology Standard 1: Understand career concepts

Benchmark
ID=BT.1.A1.1 Cat1=Accounting I Cat2=Accounting I: Assess personal strengths and weaknesses as they relate to career exploration and development.

Benchmark
ID=BT.1.CV.1 Cat1=CVP Cat2=CVP (Cooperative Vocational Pr: Assess personal strengths and weaknesses as they relate to career exploration and development

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Benchmark
ID=BT.1.CV.2 Cat1=CVP Cat2=CVP (Cooperative Vocational Pr: Develop strategies to make an effective transition from school to work

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Benchmark
ID=BT.1.GB.1 Cat1=General Business Cat2=General Business: Assess personal strengths and weaknesses as they relate to career exploration and development.

Benchmark
ID=BT.1.OP.1 Cat1=Office Practice Cat2=Office Practice: Assess personal strengths and weaknesses as they relate to career exploration and development.

Benchmark
ID=BT.1.OP.2 Cat1=Office Practice Cat2=Office Practice: Develop strategies to make an effective transition from school to work

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Standard
BT.2

Business/Technology Standard 2. Understand the principles of communications

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Benchmark
ID=BT.2.CS.1 Cat1=Computer Science Cat2=Computer Science: Use technology to enhance the effectiveness of communications

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Benchmark
ID=BT.2.K.1 Cat1=Keyboarding Cat2=Keyboarding: Communicate in a clear, courteous, concise, and correct manner

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Benchmark
ID=BT.2.K.2 Cat1=Keyboarding Cat2=Keyboarding: Use technology to enhance the effectiveness of communications

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Benchmark
ID=BT.2.OP.1 Cat1=Office Practice Cat2=Office Practice: Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.

Benchmark
ID=BT.2.OP.2 Cat1=Office Practice Cat2=Office Practice: Use technology to enhance the effectiveness of communication

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Benchmark
ID=BT.2.OP.3 Cat1=Office Practice Cat2=Office Practice: Integrate all forms of communication in the successful pursuit of a career.

Benchmark
ID=BT.2.PK.1 Cat1=Personal Keyboarding Cat2=Personal Keyboarding: Communicate in a clear, courteous, concise, and correct manner.

Benchmark
ID=BT.2.PK.2 Cat1=Personal Keyboarding Cat2=Personal Keyboarding: Use technology to enhance the effectiveness of communications

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Benchmark
ID=BT.2.SW.1 Cat1=Speedwriting Cat2=Speedwriting: Communication in a clear, courteous, concise, and correct manner on personal and professional levels

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Benchmark
ID=BT.2.WP.1 Cat1=Word Processing Cat2=Word Processing: Communicate in a clear, courteous, concise and correct manner.

Benchmark
ID=BT.2.WP.2 Cat1=Word Processing Cat2=Word Processing: Use technology to enhance the effectiveness of communications.

Standard
BT.3
Business/Technology Standard 3. Understand essential computerization skills

Benchmark

ID=BT.3.A1.1 Cat1=Accounting I Cat2=Accounting I: Apply basic mathematical operations to solve problems

Benchmark

ID=BT.3.A1.2 Cat1=Accounting I Cat2=Accounting I: Use mathematical procedures to analyze and solve business problems for such areas as taxation; payroll records; cash management; financial statements; credit management; purchases; sales; inventory records; depreciation, and depletion.

Benchmark

ID=BT.3.A2.1 Cat1=Accounting II Cat2=Accounting II: Apply basic mathematical operations to solve problems

Benchmark

ID=BT.3.A2.2 Cat1=Accounting II Cat2=Accounting II: Analyze and interpret data using common statistical procedures

Benchmark

ID=BT.3.A2.3 Cat1=Accounting II Cat2=Accounting II: Use mathematical procedures to analyze and solve business problems for such areas as taxations; payroll records; financial statements; credit management; purchases; sales; inventory records; depreciation, and depletion.

Benchmark

ID=BT.3.GB.1 Cat1=General Business Cat2=General Business: Apply basic mathematical operations to solve problems

Standard

BT.4

Business/Technology Standard 4. Understand and apply the skills in the study of accounting and financial decision-making.

Benchmark

ID=BT.4.A1.1 Cat1=Accounting I Cat2=Accounting I: Complete the various steps of the accounting cycle and explain the purpose of each step

Benchmark

ID=BT.4.A1.2 Cat1=Accounting I Cat2=Accounting I: Determine the value of assets, liabilities, and owner's equity according to generally accepted accounting principles, explaining when and why they are used.

Benchmark
ID=BT.4.A1.3 Cat1=Accounting I Cat2=Accounting I: Prepare financial statements using manual and computerized systems for service and merchandising business.

Benchmark
ID=BT.4.A1.4 Cat1=Accounting I Cat2=Accounting I: Apply appropriate accounting principles to various forms of ownership, payroll and income taxation systems.

Benchmark
ID=BT.4.A2.1 Cat1=Accounting I Cat2=Accounting II: Complete the various steps of the accounting cycle and explain the purpose of each step

Benchmark
ID=BT.4.A2.2 Cat1=Accounting II Cat2=Accounting II: Determine the value of assets, liabilities, and owner's equity according to generally accepted accounting principles, explaining when and why they are used.

Benchmark
ID=BT.4.A2.3 Cat1=Accounting II Cat2=Accounting II: Prepare, interpret, and analyze financial statements using manual and computerized systems for service, merchandising, and manufacturing businesses

Benchmark
ID=BT.4.A2.4 Cat1=Accounting II Cat2=Accounting II: Apply appropriate accounting principles to various forms of ownership, payroll, income taxation, and managerial systems.

Benchmark
ID=BT.4.GB.1 Cat1=General Business Cat2=General Business: Analyze the roll of the law of supply and demand in the U.S. economy.

Standard

BT.5
Business/Technology Standard 5. Understand and apply information management skills

Benchmark
ID=BT.5.A1.1 Cat1=Accounting I Cat2=Accounting I: Identify unique characteristics of an entrepreneur

Benchmark
ID=BT.5.CS.1 Cat1=Computer Science Cat2=Computer Science: Describe current and emerging computer architecture.

Benchmark
ID=BT.5.CS.2 Cat1=Computer Science Cat2=Computer Science: Select and use word processing, desktop publishing, and spreadsheet software.

Benchmark
ID=BT.5.CS.3 Cat1=Computer Science Cat2=Computer Science: Describe positions and career paths in information systems.

Benchmark
ID=BT.5.GB.1 Cat1=General Business Cat2=General Business: Identify unique characteristics of an entrepreneur and evaluate the degree to which one possesses those characteristics.

Benchmark
ID=BT.5.K.1 Cat1=Keyboarding Cat2=Keyboarding: Use touch keyboarding skills to enter and manipulate text and data.

Benchmark
ID=BT.5.K7.1 Cat1=Keyboarding 7 Cat2=Keyboarding 7: Use touch keyboarding skills to enter and manipulate text.

Benchmark
ID=BT.5.PK.1 Cat1=Personal Keyboarding Cat2=Personal Keyboarding: Use touch keyboarding skills to enter and manipulate text and data

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Benchmark
ID=BT.5.WP.1 Cat1=Word Processing Cat2=Word Processing: Select and use word processing, desktop publishing, presentation graphics, multimedia, and imaging software.

Benchmark
ID=BT.5.WP.2 Cat1=Word Processing Cat2=Word Processing: Describe positions and career paths in information systems.

Standard

BT.6
Business/Technology Standard 6. Understand and apply general business principles

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Benchmark
ID=BT.6.A1.1 Cat1=Accounting I Cat2=Accounting I: Identify unique characteristics of an entrepreneur and evaluate the degree to which one possesses those characteristics.

Benchmark
ID=BT.6.GB.1 Cat1=General Business Cat2=General Business: Identify unique characteristics of an entrepreneur and evaluate the degree to which one possesses those characteristics.

Benchmark
ID=BT.6.GB.2 Cat1=General Business Cat2=General Business: Illustrate how the functions of management are implemented and explain why they are important.

Benchmark
ID=BT.6.GB.3 Cat1=General Business Cat2=General Business: Identify the roles of marketing.