

BusinessCenter21: Introduction to Business Correlation to: **Arizona – Business Management Technology Level II**

Instructional Units

Introduction Unit

Web Research

Marketing

Economics & Personal Finance

Business Law

Accounting

Management

International Business

Technology in Business

Applications, Resumes, and Interviews

Entrepreneurship



BusinessCenter21



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Overview

This document demonstrates the correlation between the BusinessCenter21 curriculum supplied by Applied Educational Systems and the *Business Management Technology Level II* published by the Arizona Department of Education. The BusinessCenter21 (BC21) units are listed alphabetically across the top row. The standards are listed in the first column. The checkmarks in the second column indicate that the standard is supported as part of the BC21 course. The X's marked in the remaining columns detail which units support the standard.

Source for standards listed on the following pages:

Arizona Department of Education. *Business Management Technology Level II*. March 2003
<http://www.aztechprep.org/Vocational_Programs/Level_III/BMAS/bmas.html>.

Business Management Technology Level II	BusinessCenter21 Course	BC21 Introduction	Web Research	Marketing	Economics & Personal Finance	Business Law	Accounting	Management	International Business	Technology in Business	Applications, Resumes & Interviews	Entrepreneurship
EXPLORE A CAREER PLAN												
1.1 Examine traditional, non-traditional, and entrepreneurial occupational choices	✓											X
1.2 Research career opportunity information	✓			X	X	X	X	X	X			
1.3 Apply interests, skills, and personal orientation to occupational/career choices	✓			X	X	X	X	X	X			X
1.4 Construct a plan to transition from school to career	✓			X	X	X	X	X	X			
1.5 Investigate wages related to career choices	✓			X	X	X	X	X	X			X
EXPLORE JOB SEARCH SKILLS												
2.1 Research employment opportunities	✓			X	X	X	X	X	X			X
2.2 Complete a job application	✓										X	
2.3 Prepare an employment resume, portfolio, and cover letter	✓										X	
2.4 Demonstrate interviewing skills	✓										X	
DEMONSTRATE EMPLOYABILITY SKILLS												
3.1 Identify factors contributing to job success	✓			X	X	X	X	X	X		X	X
3.2 Demonstrate leadership skills	✓							X				X
3.3 Demonstrate teamwork	✓							X	X			X

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3.4 Demonstrate work ethics and behavior	✓							X				X
3.5 Identify the steps in resigning from a position												
APPLY COMMUNICATION SKILLS IN BUSINESS SITUATIONS												
4.1 Discuss the importance of listening skills for customer relations	✓			X				X	X			
4.2 Describe the effects of good/poor communication in business												
4.3 Exhibit interpersonal communications in business situations	✓							X	X			X
4.4 Communicate using appropriate, equitable, and culturally sensitive language	✓								X			
4.5 Prepare formal and informal presentations related to a broad range of business topics	✓			X			X	X	X	X		X
4.6 Demonstrate basic research techniques to organize business records and information	✓							X	X			
4.7 Summarize company information to prepare written communications	✓			X	X	X	X	X	X	X		X
4.8 Demonstrate appropriate e-mail etiquette	✓								X			
EXPLORE THE LEGAL AND ETHICAL ENVIRONMENT OF BUSINESS												
5.1 Explain the basic concepts involved in contract law, consumer law, and consumer credit and protection	✓					X						
5.2 Define ethics in the business environment	✓					X						
5.3 Examine the relationship between ethics and the law	✓					X						

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5.4 Identify workers' rights regarding the workplace issues including safety, drug testing, harassment, discrimination, privacy, etc.	✓										X	
EXPLORE ECONOMIC PRINCIPLES TO BUSINESS OPERATIONS AND MANAGEMENT												
6.1 Define the five management functions: planning, organizing, directing, staffing, and controlling	✓							X				
6.2 Describe methods an organization can use to effectively manage its economic resources	✓							X				X
6.3 Compare management styles, including the styles related to cultural differences	✓								X			
6.4 Describe the effects of group dynamics on group decision-making and consensus building	✓							X				X
6.5 Describe the roles of support staff, supervisors, managers, and technology in achieving business goals	✓							X				
6.6 Explain the effects of productivity in an economy												
6.7 Compare various forms of business ownership including sole proprietorship, partnership, corporation, and franchise	✓					X	X					X
6.8 Describe how global competition affects United States business operations	✓								X			
APPLY PROBLEM SOLVING AND DECISION MAKING PROCESSES TO BUSINESS SITUATIONS												
7.1 Apply problem-solving processes	✓											X
7.2 Describe methods of establishing priorities												
7.3 Prepare a plan of work and schedule	✓							X				

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7.4 Identify need for evaluation of products/services												
APPLY TECHNOLOGY TO SUPPORT BUSINESS OPERATIONS												
8.1 Apply word processing software to prepare business letters, memorandums, and reports	✓			X	X	X		X	X			X
8.2 Prepare specialized documents including tables, graphs, and multi-column formats, such as newsletters and brochures	✓			X	X	X		X	X			X
8.3 Import text and graphics from other software programs	✓							X				X
8.4 Apply spreadsheet software to prepare financial or statistical information including mathematical calculations	✓				X		X	X	X			X
8.5 Apply presentations and multimedia software to prepare business presentation	✓			X			X	X	X			X
8.6 Apply basic database software to organize and report business data												
PREPARE FINANCIAL RECORDS AND ACCOUNTS												
9.1 Design an annual business budget	✓				X		X					
9.2 Explain checking account records												
9.3 Explain accounts payable and accounts receivable	✓						X					
9.4 Complete expense records												
9.5 Prepare financial statements	✓						X					
9.6 Prepare payroll records/information	✓						X					

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APPLY MARKETING PRINCIPLES TO BUSINESS OPERATIONS												
10.1 Identify target markets	✓			X								
10.2 Design/select product/service to meet customer wants	✓			X								
10.3 Promote product/service	✓			X								