

BusinessCenter21 Correlation to:
**Texas – Essential Knowledge and Skills for Business
Education**

Instructional Units

Introduction Unit

Accounting

Business Law

Economics & Personal Finance

Entrepreneurship

International Business

Management

Marketing



BusinessCenter21



APPLIED EDUCATIONAL SYSTEMS, Inc.

800-220-2175

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Essential Knowledge and Skills for Business Education	BusinessCenter21 Course	Introduction Unit	Marketing	Business Law	Economics & Finance	Accounting	Intl. Business	Management	Entrepreneurship
120.22. Business Communications - Students recognize, evaluate, and prepare for a rapidly evolving global business environment that requires flexibility and adaptability. Students enhance reading, writing, computing, communications, and reasoning skills and apply them to the business environment									
120.22.1 The student prepares for effective communication skills.	✓	●	●	●	●	●	●	●	●
120.22.2 The student employs appropriate research techniques to produce effective business communication.	✓	●	●	●	●	●	●	●	●
120.22.3 The student exchanges information via telecommunications software, for example, electronic mail, images, and on-line information services with appropriate supervision.	✓	●	●	●	●	●	●	●	●
120.22.4 The student illustrates proficiency in interpersonal communication.	✓	●	●	●	●	●	●	●	●
120.22.5 The student develops communication skills necessary to address a changing business environment.	✓	●	●	●	●	●	●	●	●
120.23. Business Computer Information Systems I - Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce and/or post-secondary education.									
120.23.1 The student develops skills for success in the workplace.	✓	●	●	●	●	●	●	●	●
120.23.2 The student selects appropriate technology to address business needs.	✓	●	●	●	●	●	●	●	●
120.23.3 The student applies word processing technology.	✓	●	●	●			●	●	●
120.23.4 The student applies spreadsheet technology.	✓	●	●		●	●			●
120.23.5 The student applies database technology.	✓								●
120.23.6 The student exchanges information via telecommunications technology with appropriate supervision.	✓	●	●	●	●	●	●	●	●
120.23.7 The student applies desktop publishing technology.	✓		●						●
120.23.8 The student applies presentation management technology.	✓	●	●	●	●	●	●	●	●

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120.23.9 The student identifies the concepts of a computer network.									
120.23.10 The student analyzes computer operating systems and emerging technologies.									
120.24. Business Support Systems - Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce and/or post-secondary education. Students develop a foundation in the economical, financial, technological, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs. Students enhance reading, writing, computing, communications and reasoning skills and apply them to the business environment.									
120.24.1 The student performs payroll and banking procedures.	✓				●	●		●	●
120.24.2 The student researches consumer and employee issues and discusses financial implications for the individual.	✓				●			●	
120.24.3 The student generates domestic and international travel plans.	✓						●		
120.24.4 The student communicates effectively.	✓	●	●	●	●	●	●	●	●
120.24.5 The student exchanges information via telecommunications software, for example, electronic mail, images, and on-line information services.									
120.24.6 The student identifies procedures involved in delivering information and products.	✓	●	●						●
120.24.7 The student applies the proper keyboarding technique to input data.	✓	●	●	●	●	●	●	●	●
120.24.8 The student exhibits employability skills for obtaining a position in a business.	✓	●	●	●	●	●	●	●	●
120.24.9 The student applies principles of effective human relations skills.	✓		●					●	●
120.24.10 The student develops and refines skills for success in the workplace.	✓	●	●	●	●	●	●	●	●
120.24.11 The student produces business documents using current and emerging technology.	✓	●	●	●	●	●	●	●	●
120.24.12 The student applies desktop publishing technology.	✓		●					●	●

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120.25 Introduction To Business - Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful tradition to the workforce and/or post-secondary education. Students incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions.									
120.25.1 The student explains the economic process and relates the process to the development of an economic system.	✓		●		●		●	●	●
120.25.2 The student differentiates between the types of economic systems with emphasis on the private enterprise system and the United States economy.	✓			●	●		●	●	
120.25.3 The student researches consumer issues and determines financial implications for the individual.	✓		●		●				
120.25.4 The student analyzes employment characteristics necessary for the workplace.	✓	●	●	●	●	●	●	●	●
120.25.5 The student analyzes career opportunities and formulates a career plan.	✓	●	●	●	●	●	●	●	●
120.25.6 The student engages in the employment process.	✓			●				●	●
120.25.7 The student describes different types of technology and explains role of technology in business settings.	✓								●
120.25.8 The student defines ethics in business.	✓			●			●		
120.25.9 The student describes the characteristics of business.	✓		●	●			●	●	●
120.25.10 The student relates the impact of international business on the United States economy.	✓						●		
120.25.11 The student identifies the role and impact of government, the legal system, and organized labor in business.	✓			●			●		

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120.26. Keyboarding - Students enhance reading, writing, computing, communications, and reasoning skills and apply them to the business environment.									
120.26.1 The student applies the proper keyboarding technique to input data when using the computer or typewriter keyboard.	✓	●	●	●	●	●	●	●	●
120.26.2 The student formats and prints documents, for example, personal and business letters, short reports, outlines and compositions.	✓	●	●	●	●	●	●	●	●
120.26.3 The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy.	✓	●	●	●	●	●	●	●	●
120.27. Record keeping - Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce and/or post-secondary education. Students enhance reading, writing, computing, communications, and reasoning skills and apply them to the business environment.									
120.27.1 The student identifies the rights and responsibilities of consumer credit.	✓			●	●				
120.27.2 The student demonstrates an understanding of personal financial management.	✓				●				
120.27.3 The student applies mathematical processes to solve business problems.	✓	●	●		●	●			●
120.27.4 The student researches the components of productivity.	✓				●			●	●
120.27.5 The student explains the concepts of integrity and confidentiality as related to the business environment.	✓			●				●	