

Occupational Competencies

Business Education (Accounting)	Accounting I	Accounting II	Business Applications	Business Internship	Business Law	Entrepreneurship and Business Mgmt.	Financial Management	Introduction to Business	Keyboarding 1	Keyboarding 2	Marketing Education	Notetaking	Sports & Entertainment Marketing
Core Occupational Competencies:													
1. Demonstrate the touch method of numerical and alphabetical keyboarding.				X					x	x			
2. Demonstrate an awareness of basic business principles (e.g., profit, competition, supply and demand, business cycles, etc.	x	x				X	X	x					
3. Recognize relevant ethical issues in business and their importance.	x	x		X	X	X	X	x			X		X
4. Identify the chain of command and protocol within an organizational structure.	x	x		X		X		x					
5. Develop stress management skills.				X		X					X		
6. Demonstrate use of office equipment (i.e., copy machine, fax, calculator, telephone.)				X									
7. Prioritize work using time management skills.	x	x		X		X		x			X		X
8. Demonstrate problem solving skills (e.g., mathematical, situational, interpersonal, etc.).	x	x		X	X	X	X	x					
9. Greet callers and visitors, demonstrate appropriate action/response to the situation.				X				x					
10. Review input and output data to maintain accuracy.	x	x		X		X	X						
11. Proofread for correct content, grammar, format, spelling, and punctuation.	x	x	x	X	X	X	X	x	x	x	X		X
12. Complete basic business forms and records (e.g., purchase orders, expense vouchers, and time cards.	x	x		X		X	X						
13. Produce, store, and retrieve documents using a word processing system (i.e., letters, mailing lists, and reports).			x	X		X			x	x			
14. Enter data using database software.				X									
15. Enter data using spreadsheet software.	x	x		X									
16. Maintain a records management system (i.e., alphabetic, numeric, geographic, and subject).	x	x		X									
17. Differentiate among database, spreadsheet, and word processing functions.				X									

Business Education (Accounting) - Core Occupational Competencies (cont'd.)	Acc oun ting I	Ac cou ntin g II	Bu sin ess Ap plic atio ns	Bu sin ess Int ern shi p	Bu sin ess La w	Ent rep ren eur shi p & Bu sin ess Mg mt.	Fin an cial Ma na ge ment	Intr odu ctio n to Bus ine ss	Ke yb oar din g 1	Ke yb oar din g 2	Mar keti ng Edu cati on	No tet aki ng	Spo rts & Ent erta inm ent Mar keti ng
18. Describe the need for an organized and functional work area.				X		X							
19. Manage personal behavior appropriate to the workplace.	x	x		X	X	X	X	x			X		X
20. Demonstrate appropriate attire for the work setting.	x	x		X		X		x			X		
21. Identify the need for confidentiality.	x	x	x	X	X	X	X	x	x	x	X		
22. Develop effective written and verbal communications.			x	X	X	X	X	x	x	x	X		X
Accounting Occupational Competencies:													
23. Keyboard letters, forms, memoranda, numerical data, and other materials from rough draft or from oral or written instructions.			x	X		X			x	x			
24. Interpret and apply numerical information (e.g., tables, graphs, and charts.)	x	x		X		X	X	x					
25. Compare and contrast the applications of personal computers, mainframes, and network computer systems.				X									
26. Demonstrate a familiarity with common government regulations affecting business.	x	x		X	X	X	X				X		X
27. Gather information/data from reference documents.				X									
28. Describe future trends in computerization in the workplace.	x	x		X		X							
29. Recognize tasks to be performed using spreadsheets.				X									
30. Design a basic spreadsheet.				X									
31. Describe the need for the concept of documentation.				X									
32. Identify the various accounting methods (i.e., cash accrual, fund, tax, modified cash).	x	x											
33. Describe the functions of a basic accounting system.	x	x											
34. Describe basic financial statements.	x	x				X	X						
35. Describe the process of calculating payroll and related payroll and related payroll taxes.	x	x				X							
36. Demonstrate ability to handle cash transactions.	x	x				X							

Business Education (Accounting) Occupational Competencies (cont'd.)	Accounting I	Accounting II	Business Applications	Business Internship	Business Law	Entrepreneurship & Business Mgmt.	Financial Management	Introduction to Business	Keyboarding 1	Keyboarding 2	Marketing Education	Networking	Sports & Entertainment Marketing
37. Analyze source documents.	x	x											
38. Journalize business transactions.	x	x											
39. Balance daily cash.	x	x											
40. Reconcile bank statements.	x	x					X	x					
41. Maintain petty cash system.	x	x											
42. Maintain subsidiary accounts payable, accounts receivable, and payroll ledgers.	x	x											
43. Post transactions.	x	x											
44. Reconcile subsidiary records and general ledger accounts.	x	x											
45. Prepare basic financial statements.	x	x				X	X						
46. Demonstrate familiarity with integrated accounting software.													
Business Education (Accounting) - Workplace Readiness & Entrepreneurship Competencies													
Job Seeking:													
1. Apply basic academic skills to the workplace (i.e., math, reading, writing).	x	x		X	X	X	X	x			X		X
2. Develop a complete resume.			x	X						x			
4. Develop interview skills.				X							X		
5. Demonstrate a knowledge of labor rights.				X	X	X		x			X		
6. Apply basic computer skills.	x	x	x	X		X		x	x	x	X	x	X

Business Education (Accounting) - Workplace Readiness & Entrepreneurship Competencies	Accounting I	Accounting II	Business Applications	Business Internship	Business Law	Entrepreneurship & Business Mgmt.	Financial Management	Introduction to Business	Keyboarding 1	Keyboarding 2	Marketing Education	Networking	Sports & Entertainment Marketing
Business Understanding:													
1. Explain the importance of financial analysis and the role of good recordkeeping (i.e., allocate time, money, materials, personnel, and space).	x	x				X	X	x					
2. Describe the role of management in successful business.	x	x		X		X	X	x			X		X
3. Describe the elements in a business plan.						X							
4. Identify the types of risks faced by entrepreneurs.	x	x				X		x					
5. Explore entrepreneurship as a personal goal.						X		x					
Job Getting:													
1. Demonstrate a positive work ethic (i.e., honesty, integrity, punctuality, loyalty).	x	x	x	X		X		x		x	X		X
2. Exhibit ability to adapt, cope, and change.	x	x		X		X	X	x			X		X
3. Maintain physical and mental health and fitness necessary to perform in the workplace.				X		X					X		
4. Select, apply, and maintain tools and technologies.	x	x	x	X		X		x	x	x	X		
5. Identify the need for continued learning.	x	x		X		X		x			X		X
6. Demonstrate an understanding of the influence of the Americans with Disabilities Act in the workplace.				X	X						X		
Job Keeping:													
1. Listen effectively.	x	x	x	X	X	X	X	x	x	x	X	x	X
2. Communicate effectively.	x	x	x	X	X	X	X	x	x	x	X	x	X
3. Prioritize time.			x	X	X	X	X		x	x	X	x	X
4. Gather, interpret, and evaluate information.	x	x	x	X	X	X	X	x	x	x	X	x	X
5. Maintain a positive attitude.	x	x	x	X	X	X	X	x	x	x	X	x	X

Business Education (Accounting) - Workplace Readiness & Entrepreneurship Competencies	Acc oun ting I	Ac cou ntin g II	Bu sin ess Ap plic atio ns	Bu sin ess Int ern shi p	Bu sin ess La w	Ent rep ren sur shi p & Bu sin ess Mg mt.	Fin an cial Ma na ge ment	Intr odu ctio n to Bus ine ss	Ke yb oar din g 1	Ke yb oar din g 2	Mar keti ng Edu cati on	No tet aki ng	Spo rts & Ent erta inm ent Mar keti ng
Job Keeping (cont'd.):													
6. Participate effectively in production work groups.				X		X		x					
7. Work in harmony with a culturally diverse workforce and community.	x	x		X		X		x			X		
8. Plan activities to meet goals and objectives.	x	x	x	X	X	X	X	x	x	x	X	x	X
9. Maintain a safe and healthy work environment.	x	x		X	X	X		x			X		
10. Produce expected quality and quantity of work.			x	X	X	X	X		x	x	X	x	X
11. Demonstrate ability to generate innovative and practical solutions.			x	X	X	X		x	x	x	X		X
12. Recognize the economic impact of employee actions on employer profitability.				X	X	X	X	x			X		X
13. Develop positive customer/client relationships.				X		X		x			X		X
Entrepreneurship:													
1. Recognize the importance and availability of assistance (technical and financial).	x	x				X							
2. Describe business ownership types.	x	x				X		x					
3. Define human resource management.						X		x					
4. Identify the role of international trade.								x					
5. Define the role of marketing.						X		x			X		X
6. Identify factors affecting pricing.						X		x			X		X
7. Identify legal issues affecting small businesses.				X	X	X					X		X
8. Discuss the advantages and disadvantages of customer credit in small businesses.						X	X	x					
9. Identify the importance of small business.				X		X		x					

Marketing Education (General Marketing)	Accounting I	Accounting II	Business Applications	Business Internship	Business Law	Entrepreneurship and Business Mgmt.	Financial Management	Introduction to Business	Keyboarding 1	Keyboarding 2	Marketing Education	Networking	Sports & Entertainment Marketing
Occupational Competencies:													
1. Determine customer needs, wants, and overcome objections.				X	X						X		X
2. Determine the availability and location of merchandise.					X						X		X
3. Demonstrate computer literacy.	x	x		X	X		x				X		X
4. Present product features and benefits.					X						X		X
5. Demonstrate suggestive selling techniques.					X						X		X
6. Greet customer courteously with a smile.				X	X		x				X		
7. Close sale.					X						X		
8. Process sales transactions.					X						X		
9. Package customer's purchase appropriately.											X		X
10. Process customer complaint professionally.				X	X						X		X
11. Explain the economic effect of internal and external theft.	x	x			X		x				X		
12. Process returned and exchanged merchandise.					X						X		
13. Identify inventory control procedures.	x	x			X						X		
14. Utilize marketing and advertising tools and techniques.					X						X		X
15. Demonstrate the use of business machines and telecommunications.				X	X	X	X	x	x	x	X	x	X
16. Process oral and written communications.			x	X	X	X	X	x	x	x	X	x	X
17. File materials in an organized manner.	x	x	x	X							X		
18. Use money processing procedures.	x	x											
19. Explain the relationship of government and business.				X	X	X	x				X		X

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Occupational Competencies (cont'd):													
20. Analyze the concept of competition.				X		X		x			X		X
21. Analyze the concept of supply and demand.						X		x			X		X
22. Explain the concept of organized labor and business.						X	X				X		X
23. Explain the concept of business cycles.				X		X	X	x			X		X
24. Explain the nature of international trade.							X				X		X
25. Analyze the concept of profit.	x	x		X		X	X	x			X		X
26. Demonstrate research as it relates to marketing.						X					X		X
27. Use multicultural and gender equity practices.	x	x		X	X	X		x			X		X
Leadership:													
1. Follow directions.				X	X	X	X	x			X		X
2. Speak effectively in front of others.					X	X	X	x			X		X
3. Lead a discussion.					X	X	X	x			X		X
4. Organize an event.				X		X							X
5. Delegate and follow-up duties.				X		X							
6. Utilize time effectively.	x	x	x	X	X	X	X	x	x	x	X	x	X
7. Prioritize series of tasks.	x	x	x	X	X	X	X		x	x	X	x	X
8. Define goals.	x	x	x	X	X	X		x	x	x	X	x	X
9. Work effectively with others.			x	X	X	X	X	x			X	x	X
10. Listen effectively.			x	X	X	X	X	x	x	x	X	x	X
11. Facilitate group interaction.						X					X		
12. Resolve conflict.				X	X	X					X		X
13. Adapt to environment/situation.				X		X	X				X		X
14. Exhibit a positive attitude.	x	x	x	X	X	X	X	x	x	x	X	x	X

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Entrepreneurship:													
1. Analyze business structure.	x	x				X	X	x			X		X
2. Identify skills required of a business owner.						X		x			X		X
3. Recognize relevant, ethical issues in business.	x	x		X	X	X	X	x			X		X
4. Analyze contents of a business plan.						X							
5. Recognize the importance of technical assistance.				X		X							
6. Explain types of business ownership.	x	x				X		x			X		X
Job Getting, Job Keeping:													
1. Identify requirements for a job.			x	X		X				x	X		X
2. Complete required forms.				X		X	X				X		
3. Write application letter.			x	X						x			
4. Evaluate job offer.				X				x					
5. Interact with others in a courteous and tactful manner.			x	X	X	X		x	x	x	X	x	X
6. Accept individual differences.	x	x	x	X	X	X		x	x	x	X	x	X
7. Respect the property of others.			x	X	X	X		x	x	x	X	x	X
8. Organize thoughts and clearly express point of view.			x	X	X	X	X.				X		X
9. Organize thoughts and write clearly.				X	X	X	X				X		X
10. Exhibit dependability.			x	X		X		x	x	x	X	x	X
11. Practice punctuality.	x	x	x	X	X	X	X	x	x	x	X	x	X
12. Ask for help when needed.			x	X	X	X	X		x	x	X	x	X
13. Accept new challenges.			x	X	X	X			x	x	X	x	X
14. Accept supervision willingly.			x	X		X			x	x	X	x	X
15. Adapt to change/demonstrate flexibility.			x	X		X	X		x	x	X	x	X
16. Manage time effectively.	x	x	x	X	X	X	X	x	x	x	X	x	X

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Job Getting, Job Keeping (cont'd):													
17. Follow rules and regulations.			x	X	X	X	X		x	x	X	x	X
18. Produce quality of work.			x	X	X	X	X		x	x	X	x	X
19. Work within guidelines.			x	X	X	X	X		x	x	X	x	X
20. Take responsibility for mistakes and/or good work.			x	X	X	X	X		x	x	X	x	X
21. Comply with safety and health rules.			x	X	X	X	X		x	x	X	x	X
22. Utilize equipment correctly.			x	X					x	x	X	x	X
23. Maintain clean and orderly work area.	x	x	x	X					x	x	X	x	X
24. Demonstrate personal hygiene and cleanliness.	x	x	x	X	X	X	X	x	x	x	X	x	X
25. Exhibit initiative.	x	x	x	X	X	X	X	x	x	x	X	x	X
26. Demonstrate motivation.	x	x	x	X	X	X	X	x	x	x		x	X

Business Education (Administrative Support)	Accounting I	Accounting II	Business Applications	Business Internship	Business Law	Entrepreneurship and Business Mgmt.	Financial Management	Introduction to Business	Keyboarding 1	Keyboarding 2	Marketing Education	Notetaking	Sports & Entertainment Marketing
Core Occupational Competencies:													
1. Demonstrate the touch method of numerical and alphabetical keyboarding.				X					x	x			
2. Demonstrate an awareness of basic business principles (e.g., profit, competition, supply and demand, business cycles, etc.	x	x				X	X	x			X		X
3. Recognize relevant ethical issues in business and their importance.	x	x		X	X	X	X	x			X		X
4. Identify the chain of command and protocol within an organizational structure.				X		X					X		X
5. Develop stress management skills.				X							X	x	
6. Demonstrate use of office equipment (i.e., copy machine, fax, calculator, telephone).			x	X									
7. Prioritize work using item management skills.				X	X	X							
8. Demonstrate problem solving skills (e.g., mathematical, situational, interpersonal, etc.).	x	x		X	X	X	X	x		x	X		X
9. Greet callers and visitors, demonstrate appropriate action/response to the situation.				X		X		x			X		
10. Review input and output data to maintain accuracy.				X									
11. Proofread for correct content, grammar, format, spelling, and punctuation.			x	X	X	X	X		x	x			
12. Complete basic business forms and records (e.g., purchase orders, expense vouchers, and time cards.	x	x		X		X	X						
13. Produce, store, and retrieve documents using a word processing system (i.e., letters, mailing lists, and reports.			x	X		X	X		x	x		x	X
14. Enter data using database software.				X									
15. Enter data using spreadsheet software.				X									
16. Maintain records management system (i.e., alphabetic, numeric, geographic, and subject).				X									
17. Differentiate among database, spreadsheet, and word processing functions.				X									
18. Describe the need for an organized and functional work area.			x	X					x	x			
19. Manage personal behavior appropriate to the workplace.	x	x	x	X	X	X	X	x	x	x	X	x	X

Business Education (Administrative Support)	Accounting I	Accounting II	Business Applications	Business Internship	Business Law	Entrepreneurship and Business Mgmt.	Financial Management	Introduction to Business	Keyboarding 1	Keyboarding 2	Marketing Education	Networking	Sports & Entertainment Marketing
Core Occupational Competencies (cont'd):													
20. Demonstrate appropriate attire for the work setting.	x	x	x	X	X	X	X	x			X		
21. Identify the need for confidentiality.	x	x	x	X	X	X			x	x	X	x	
22. Develop effective written and verbal communications.				X	X	X	X	x			X		X
Administrative Support Occupational Competencies:													
23. Maintain business schedules (i.e., appointments, meetings, and reservations).				X		X							
24. Process incoming mail and other materials.				X									
25. Compute money transactions (e.g., making change, petty cash, preparing bank deposits, and reconciling bank statements).	x	x		X			X						
26. Demonstrate the use of reference materials.				X		X						x	
27. Develop a simple filing system.	x	x	x	X									
28. Prepare out-going mail and other materials.				X									
29. Keyboard letters, forms, memoranda, numerical data, and other materials from rough draft, dictating machine, or from oral or written instruction.			x	X					x	x		x	
30. Demonstrate an understanding of disk management.				X							X		
31. Demonstrate telephone etiquette.				X									

Business Education (Administrative Support) Workplace Readiness & Entrepreneurship	Accounting I	Accounting II	Business Applications	Business Internship	Business Law	Entrepreneurship and Business Mgmt.	Financial Management	Introduction to Business	Keyboarding 1	Keyboarding 2	Marketing Education	Networking	Sports & Entertainment Marketing
Job Seeking:													
1. Apply basic academic skills to the workplace (i.e., math, reading, writing).	x	x		X	X	X	X	x					
2. Develop a complete resume.			x	X						x			
3. Plan and prepare for current and future career options based on personal qualities and interests.			x	X		X	X				X		
4. Develop interview skills.				X							X		
5. Demonstrate a knowledge of labor rights.				X	X	X		x			X		
6. Apply basic computer skills.				X		X	X				X		X
Job Getting:													
1. Demonstrate a positive work ethic, (i.e., honesty, integrity, punctuality, loyalty).	x	x	x	X	X	X	X	x	x	x	X	x	X
2. Exhibit ability to adapt, cope, and change.	x	x	x	X	X	X	X	x	x	x	X	x	X
3. Maintain physical and mental health and fitness necessary to perform in the workplace.				X							X		
4. Select, apply, and maintain tools and technologies.			x	X					x	x	X		
5. Identify the need for continued learning.	x	x		X	X	X		x			X		
6. Demonstrate an understanding of the influence of the Americans with Disabilities Act in the workplace.				X	X						X		
Job Keeping:													
1. Listen effectively.			x	X	X	X	X	x	x	x	X	x	X
2. Communicate effectively.	x	x	x	X	X	X	X	x	x	x	X	x	X
3. Prioritize time.	x	x	x	X	X	X	X	x	x	x	X	x	X
4. Gather, interpret, and evaluate information.	x	x	x	X	X	X	X	x	x	x	X	x	X
5. Maintain a positive attitude.	x	x	x	X	X	X	X	x	x	x	X	x	X
6. Participate effectively in production work groups.	x	x		X	X	X		x			X		X
7. Work in harmony with a culturally diverse workforce and community.	x	x		X	X	X		x			X		

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Job Keeping (cont'd):													
8. Plan activities to meet goals and objectives.			x	X		X	X		x	x	X	x	X
9. Maintain a safe and healthy work environment.	x	x		X	X	X	X	x			X		
10. Produce expected quality and quantity of work.	x	x	x	X	X	X	X	x	x	x	X	x	X
11. Demonstrate ability to generate innovative and practical solutions.			x	X		X			x	x	X		
12. Recognize the economic impact of employee actions on employer profitability.	x	x		X	X	X	X	x			X		
13. Develop positive customer/client relationships.				X		X					X		X
Business Understanding:													
1. Explain the importance of financial analysis and the role of good recordkeeping (i.e., allocate time, money, materials, personnel, and space).	x	x				X	X				X		
2. Describe the role of management in successful business.	x	x		X		X		x			X		X
3. Describe the elements in a business plan.						X					X		
4. Identify the types of risk faced by entrepreneurs.					X	X		x			X		
5. Explore entrepreneurship as a personal goal.						X							
Entrepreneurship:													
1. Recognize the importance and availability of assistance (technical and financial).				X		X							
2. Describe business ownership types.	x	x				X		x					
3. Define human resource management.				X		X							
4. Identify the role of international trade.											X		
5. Define the role of marketing.						X		x			X		X
6. Identify factors affecting pricing.						X		x			X		X
7. Identify legal issues affecting small businesses.					X	X					X		
8. Discuss the advantages and disadvantages of customer credit in small businesses.						X		x					