

NORTH CAROLINA CAREER AND TECHNICAL EDUCATION STANDARDS

Business, Finance, and Marketing Education

Grade: Grade 9 - 12

Course: Principles of Business and Finance

NCCTE.2016.BF10 - Principles of Business and Finance

NCCTE.2016.BF10.01.00 - Understand communication skills and customer relations.

NCCTE.2016.BF10.01.01 - Apply verbal skills to obtain and convey information. (CO:053, QS LAP 29) (CO:084) (CO:061) (CO:114)

NCCTE.2016.BF10.01.02 - Record information to maintain and present a report of business activity. (CO:085) (CO:086) (CO:087)

NCCTE.2016.BF10.01.03 - Write internal and external business correspondence to convey and obtain information effectively. (CO:016) (CO:088) (CO:089) (CO:090)

NCCTE.2016.BF10.01.04 - Foster positive relationships with customers to enhance company image. (CR:003, CR LAP 1)

NCCTE.2016.BF10.02.00 - Understand information management.

NCCTE.2016.BF10.02.01 - Use information literacy skills to increase workplace efficiency and effectiveness. (NF:077) (NF:078) (NF:079) (NF:079) (NF:080) (NF:081)

NCCTE.2016.BF10.02.02 - Acquire a foundational knowledge of information management to understand its nature and scope. (NF:110, NF LAP 3)

NCCTE.2016.BF10.02.03 - Utilize information-technology tools to management and perform work responsibilities. (SUPPLEMENTAL)

NCCTE.2016.BF10.03.00 - Understand professional development.

NCCTE.2016.BF10.03.01 - Acquire self-development skills to enhance relationships and improve efficiency in the work environment. (PD:018; PD LAP 16, QS LAP 22)

NCCTE.2016.BF10.03.02 - Utilize critical-thinking skills to determine best options/outcomes. (PD:126) (PD:017; PD LAP 10, QS LAP 2) (PD:077; PD LAP 17, QS LAP 26)

NCCTE.2016.BF10.03.03 - Participate in career-planning to enhance job-success potential. (SUPPLEMENTAL)

NCCTE.2016.BF10.03.04 - Implement job-seeking seeking skills to obtain employment. (SUPPLEMENTAL)

NCCTE.2016.BF10.03.05 - Utilize career-advancement activities to enhance professional development. (SUPPLEMENTAL)

NCCTE.2016.BF10.04.00 - Understand business operations management.

NCCTE.2016.BF10.04.01 - Adhere to health and safety regulations to support a safe work environment. (OP:004) (OP:005)

NCCTE.2016.BF10.04.02 - Implement purchasing activities to obtain business supplies, equipment and services. (OP:015, OP LAP 2) (OP:016) (OP:031)

NCCTE.2016.BF10.04.03 - Understand production's role and function in business to recognize its need in an organization. (OP:017, OP LAP 4)



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NCCTE.2016.BF10.04.04 - Implement safety procedures to minimize loss. (SUPPLEMENTAL)

NCCTE.2016.BF10.04.05 - Implement security policies/procedures to minimize chance for loss. (SUPPLEMENTAL)

NCCTE.2016.BF10.05.00 - Understand economics.

NCCTE.2016.BF10.05.01 - Understand fundamental economic concepts to obtain a foundation for employment in business. (EC:003, EC LAP 14) (EC:001, EC LAP 6) (EC:004, EC LAP 13) (EC:005, EC LAP 11) (EC:006, EC LAP 12)

NCCTE.2016.BF10.05.02 - Understand economic systems to be able to recognize the environments in which businesses function. (EC:007, EC LAP 17) (EC:009, EC LAP 15) (EC:010, EC LAP 2) (EC:011, EC LAP 3) (EC:012, EC LAP 8)

NCCTE.2016.BF10.05.03 - Understand the nature of business to show its contributions to society. (EC:070, EC LAP 20) (EC:071, EC LAP 19) (EC:103, EC LAP 23) (EC:104, EC LAP 22) (EC:105, EC LAP 26) (EC:106, EC LAP 21) (EC:107, EC LAP 25)

NCCTE.2016.BF10.05.04 - Acquire knowledge of the impact of government on business activities to make informed economic decisions. (EC:008, EC LAP 16)

NCCTE.2016.BF10.05.05 - Analyze cost/profit relationships to guide business decision making. (EC:013, EC LAP 18)

NCCTE.2016.BF10.06.00 - Understand financial analysis.

NCCTE.2016.BF10.06.01 - Acquire a foundational knowledge of accounting to understand its nature and scope. (FI:085, FI LAP 5)

NCCTE.2016.BF10.06.02 - Acquire a foundational knowledge of finance to understand its nature and scope. (FI:354, FI LAP 7)

NCCTE.2016.BF10.07.00 - Understand marketing and business management.

NCCTE.2016.BF10.07.01 - Understand marketing's role and function in business to facilitate economic exchanges with customers. (MK:001, MK LAP 4)

NCCTE.2016.BF10.07.02 - Apply knowledge of business ownership to establish and continue business operations. (BL:003, BL LAP 1)

NCCTE.2016.BF10.07.03 - Recognize management's role to understand its contribution to business success. (SM:001, SM LAP 3)

NCCTE.2016.BF10.07.04 - Understand the role and function of human resources management to obtain a foundational understanding of its nature and scope. (SUPPLEMENTAL)

NCCTE.2016.BF10.07.05 - Understand operations' role and function in business to value its contributions to company. (SUPPLEMENTAL)

