

Business Administration Technical Standards

Criteria: Critical thinking and/problem solving

Standard:

- A) Ability to use critical thinking skills and business principles to make sound decisions and solve problems.
 - 1) Example: Complete mini case studies or scenarios where students have to read case background and financial data and apply standard business concepts
 - 2) Example: Select an appropriate form of business organization for various situations
 - 3) Example: Use mathematical calculations to compute the future value of a sum of money
 - 4) Example: Calculate volume of sales to reach a breakeven point
 - 5) Example: Determine the effect on price given a shift in supply and/or demand for a product or service

Criteria: Communication

Standard:

- A) Communicate effectively in a business environment through speaking, listening, and writing.
 - 1) Example: Develop and deliver group and individual presentations
 - 2) Example: Perform research and prepare written papers
 - 3) Example: Write clear and professional email messages and business letters
 - 4) Example: Select an appropriate medium for delivering a given type of business message
 - 5) Example: Practice effective listening skills

Criteria: Motor Skills

Standard:

- A) An ability to operate a computer and calculator to solve business problems.
 - 1) Example: Use calculator to make business calculations.
 - 2) Example: Use a computer to send and receive email.
 - 3) Example: Navigate a computer browser to find information on the World Wide Web.
 - 4) Example: Use business application software such as a spreadsheet to organize and perform calculations.

Criteria: Professional Conduct

Standard:

- A) An ability to determine and apply ethical courses of actions to business decisions. Work effectively with other people. Present self in a professional manner.
 - 1) Example: Apply ethical decisions to mini case studies involving ethical issues.
 - 2) Example: Develop and deliver individual and group business presentations.
 - 3) Example: Work effectively with other students in completing small group activities.
 - 4) Example: Determine appropriate dress for various business situations.

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