

**Davidson County Community College**  
**Business Administration Technical Standard**

<b>Criteria</b>	<b>Standard</b>	<b>Example</b>
Critical thinking/problem solving	Ability to use critical thinking skills and business principles to make sound decisions and solve problems.	<p><i>Complete mini case studies or scenarios where students have to read case background and financial data and apply standard business concepts</i></p> <p><i>Select an appropriate form of business organization for various situations</i></p> <p><i>Use mathematical calculations to compute the future value of a sum of money</i></p> <p><i>Calculate volume of sales to reach a breakeven point</i></p> <p><i>Determine the effect on price given a shift in supply and/or demand for a product or service</i></p>
Communication	Communicate effectively in a business environment through speaking, listening, and writing.	<p><i>Develop and deliver group and individual presentations</i></p> <p><i>Perform research and prepare written papers</i></p> <p><i>Write clear and professional email messages and business letters</i></p> <p><i>Select an appropriate medium for delivering a given type of business message</i></p> <p><i>Practice effective listen skills</i></p>
Motor Skills	An ability to operate a computer and calculator to solve business problems.	<p><i>Use calculator to make business calculations</i></p> <p><i>Use a computer to send and receive email</i></p> <p><i>Navigate a computer browser to find information on the World Wide Web</i></p> <p><i>Use business application software such as a spreadsheet to organize and perform calculations</i></p>
Professional Conduct	An ability to determine and apply ethical courses of actions to business decisions.	<p><i>Work effectively with other students in completing small group activities</i></p>

	<p>Work effectively with other people</p> <p>Present self in a professional manner</p>	<p><i>Develop and deliver individual and group business presentations</i></p> <p><i>Determine appropriate dress for various business situations</i></p> <p><i>Apply ethical decisions to mini case studies involving ethical issues</i></p>
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