

Davidson County Community College

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.

Davidson County Community College does not discriminate nor does it approve of discrimination against students or applicants on the basis of race, color, religion, sex, national origin, age, disability, pregnancy, political affiliation, veteran status, sexual orientation, gender identity, or any other characteristic that is protected by law.