

## CTE Course Description and Standards Crosswalk

### Course Information

Course Name	Business Skills Lab 1
Course Number	83080
Number of High School Credits	.5
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the EED-CTE system.)	Accounting, Health Informatics, Logistics, Office Specialist,
Date of district Course Revision	February 2014

### Career & Technical Student Organization (CTSO)

CTSO embedded in this sequence	BPA
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### Occupational Standards

Source of Occupational Standards	National Business Education Association Standards(NBEA)
Names/Numbers of Occupational Standards	Career Development (CD), Information Technology(IT), International Business (IB), Communication (COMM), Management (MGMT), Economics (E),

### Registration Information

Course Description (brief paragraph – as shown in your student handbook or course list)	Business Skills Lab 1 is designed for the student to gain self-directed skills in various office concepts. The course content is varied and may include customer care, office etiquette, office management, records management including filing, mailing procedures, and basic business mathematics. Skills may also be gained in a variety of office equipment such as calculators and machine transcription.
Instructional Topic Headings (please separate each heading by a semi-colon)	Office Procedures; Business Equipment; Records Management; Business Travel and Arrangements; Career and Technical Student Organizations (CTSOs); Entrepreneurship; Safety; Ethics

### Summative Assessments and Standards

Technical Skills Assessment (TSA)	No
Course addresses:	
New Alaska ELA and Math Standards	Yes
Alaska Cultural Standards	Yes
All Aspects of Industry (AAI)	Yes
Core Technical Standards	Yes
Employability Standards	Yes

### Employability Standards

Source of Employability Standards	State of Alaska
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### Tech Prep

Current Tech Prep Articulation Agreement? (Y/N)	Yes
Date of Current Agreement	May 2013
Postsecondary Institution Name	UAA – MatSu College
Postsecondary Course Name	Filing/ Machine Transcription
Postsecondary Course Number	CIOS A164/ CIOS A207
# of Postsecondary Credits	1/1

**DISTRICT NAME: Mat-Su Borough School District**

<b>Source/Organization /Agency</b>	<b>Acronym</b>	<b>Website or Location of Information</b>	<b>Section, Chapters, etc. referenced in Performance Standards</b>	<b>Date of Edition or Version</b>
National Business Education Assn.	NBEA	<a href="http://www.nbea.org">http://www.nbea.org</a>	Career Development, Entrepreneurship, Management, Information Technology	2013

### Additional CTE Course Information

Author	
Course developed by	Ellen Long; revised by Sandra Yocom
Course adapted from	Business Skills Lab 1
Date of previous course revision	May 2008
Course Delivery Model	
Is the course brokered through another institution or agency? (Y/N)	No

Standards Alignment
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Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
Investigate careers in Business/IT.	CD II	BM3	L.9-12.6 SL9-12.6 WHST.9-12.6	S-IC.6	B2,4 D6	A1,2,4,5,7 B1,2,3,4,5	Planning Community Technology Labor	AKCIS
Operate and explain how to use office equipment.	IT.IV & VI	BM3,4,5,6	SL.9-10.4&6 L.11-12.6		B2,4	A2	Technology Technical Skills	Total Testing— 10-Key
Develop business meeting and travel plans.	IB.I & II	BM-ADM1,3	L.9-10.1&2&3 L.11.12.1&2&3&6		B2,3,4	A2	Technology Technical Skills Planning	Brainbench— Office Procedures
Research and develop effective develop effective customer relation skills.	COMM.I-IV	BM4	SL.9-10.1&3&6 SL.11-12.6		B2,4	A2,5	Technology Technical Skills Community	National Retail Federation— National Professional Certification in Customer

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<b>Student Performance Standards (Learner Outcomes or Knowledge &amp; Skill Statements)</b>	<b>Specific Occupational Skills Standard</b>	<b>Common Technical Core Standards</b>	<b>New Alaska ENG/LA Standards</b>	<b>New Alaska Math Standards</b>	<b>Alaska Cultural Standards</b>	<b>Employability/ Career Readiness Standards</b>	<b>All Aspects of Industry/ Systems</b>	<b>Assessment</b>
								Service
Complete business forms and records management duties.	COMM.III	BM5,6	SL.11-12.4 L.9-10.1&2&3&6 L11-12.1&2&3&6	S-IC.6	B2,4	A2,5	Technology Technical Skills	Creative Organizational Design— Forms Completion
Demonstrate effective time management.	MGMT.IV	BM5,6	SL.9-12.4 WHST.9-12.10 SL.9-12.1a-d RST.9-12.3		B2,4	A2,5	Technology Technical Skills Work Habits	Youth Employability Skills
Research and demonstrate effective employability skills.	CD.III	BM3	RST9-10.1-4	S-IC.6	B2,4 D6	A1,2,5,7	Technology Technical Skills	Youth Employability Skills
Complete competencies in chosen course of study.	CD.II.IV.V	BM1,2,3,4,5,6	SL.11-12.4&6,1a-b.2a-c.3a L.11-12.1a-b RST11-12.9 WHST.9-10.7	N-Q.1&2&3A-SSE.3.4 A-CED.4 A-RE1.1 S-ID.1&2&3&9 S-IC.1-6	B2,4	A2,5	Technology Technical Skills Planning Work Habits	Portfolio
Follow professional ethics including software licensing, copyright and intellectual property laws.	E.I CD.III	BM3,5	WHST.9-12.8		B2,4	A2,5,7	Work Habits Technology	Statement of Authenticity
Encourage CTSO involvement	CD IV E-I IT-XVIII	BM3	L.9-12.6 SL.9-12.6 SL.9-12.1.a-d		B2,4 E7,8	A2,5	Technical Skills Community Planning Management	Portfolio BPA Competitive Events
Recognize entrepreneurship opportunities and the role of	EN.I,VI	BM3,5	L.9-12.6		B2,4	A2,5,7	Labor	BPA-Small

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employer vs. employee.	IT-XVIII E-I		SL.9-12.6				Technical Skills	Business Management Team
Demonstrate safe use of tools and equipment, cyber safety and ergonomic safety in the workplace.	IT.XV, XVIII CD.III	BM3,5	L.9-12.6 WHST.9-12.8		B2,4	A2,5,6,7	Technology Technical Skills Health/ Safety Labor	AK EED Safety Manual Business & Information Systems

**Instructional Resources**

**List the major instructional resources used for this course: (websites, textbooks, essential equipment, reference materials, supplies)**  
**Recommended Text:** Various business and office resource manuals and texts.

- Resources:** [www.nrf.com](http://www.nrf.com) & [www.nala.org](http://www.nala.org)  
<http://akcis.org>  
<http://www.brainbench.com/xml/monster/common/testcenter/taketest.xml?testId=793>  
<http://www.eed.state.ak.us/tls/CTE/YES.html>  
<http://www.pantesting.com/products/GNeil/fs.asp> for Time Management Practices Inventory (TMPI)  
<http://www.brainbench.com/xml/monster/common/testcenter/taketest.xml?testId=1880> for Time Mgmt.  
<http://www.totaltesting.com/complete-test-list.shtml>  
<http://www.creativeorgdesign.com/ost.htm>