

## ***BUSINESS***

### **Early Adolescence through Late Adolescence Grades 6-12**

**Standard #1           The teacher of business demonstrates content knowledge of and skills in the use of computers.**

#### **Knowledge**

1. The teacher understands the standard features and operation of typical business, information processing, and productivity software.
2. The teacher is familiar with computer-based multimedia tools.
3. The teacher knows of resources available through telecommunications and the processes for accessing those resources.
4. The teacher is familiar with current computer platforms and the operating systems commonly used.
5. The teacher understands the principles of computer networks.
6. The teacher has a functional knowledge of internal computer organization and architecture, and a computer programming language.

#### **Performance**

1. The teacher demonstrates proper use of typical business, information processing, and productivity software to solve application problems.
2. The teacher uses software to create multimedia presentations.
3. The teacher accesses information from a variety of sources.
4. The teacher uses current computer platforms and operating systems.
5. The teacher can outline the components of computer networks.
6. The teacher explains the internal computer operation.
7. The teacher evaluates, selects, and uses computers, software, and related technology to support the instructional and learning process.
8. The teacher uses a computer programming language.

**Standard #2   The teacher of business uses instructional strategies that encourage development of students' higher order cognitive skills (decision-making, critical thinking, problem-solving) with regard to business and technological issues and problems.**

#### **Knowledge**

1. The teacher understands the principles of problem-solving and critical thinking.

#### **Performance**

1. The teacher models appropriate problem-analysis and problem-solving techniques.
2. The teacher uses technology to solve problems, collect data, manage information, and make decisions.

**Standard #3           The teacher of business demonstrates knowledge of current curricula, curricular issues, and trends related to computer and business education.**

#### **Knowledge**

1. The teacher understands the curriculum development, funding, and program approval processes.
2. The teacher understands emerging technologies.
3. The teacher is familiar with journals and other resources for keeping current.
4. The teacher is aware of professional organizations in business and computer fields.
5. The teacher understands curricular issues and trends related to business and computer education.

#### **Performance**

1. The teacher identifies and implements a model curriculum.
2. The teacher describes the impact of emerging issues and trends in computer and business education.
3. The teacher keeps informed of current knowledge by using relevant professional literature, identifying professional organizations and participating in educational opportunities.

**Standard #4           The teacher of business demonstrates knowledge of future educational opportunities and careers in business and computer fields based on exploratory or working experiences in business.**

#### **Knowledge**

1. The teacher maintains current knowledge in trends about career opportunities in the field of business and computers.

2. The teacher is familiar with skills and knowledge needed for transition from school to work.

**Performance**

1. The teacher presents career information as an integral part of the instructional process.
2. The teacher models and teaches skills and attitudes desired in the world of work.
3. The teacher experiences workplace environments.

**Standard #5        The teacher of business demonstrates an understanding of general business operations, marketing functions, and international business environments.**

**Knowledge**

1. The teacher understands business principles and various forms of business ownership.
2. The teacher understands economic issues and the impact of the United States economic system of capitalism and other economic systems in the world.
3. The teacher candidate understands the functions of marketing and marketing techniques used in the United States and globally.

**Performance**

1. The teacher describes changes in business and economic trends.
2. The teacher identifies and analyzes various management principles and types of business ownership.
3. The teacher develops a business plan that includes factors related to financing, marketing, and legal responsibilities of business owners.
4. The teacher demonstrates the ability to teach the seven marketing principles and entrepreneurial concepts.

**Standard #6    The teacher of business understands the role of accounting in the workforce.**

**Knowledge**

1. The teacher understands basic business and accounting concepts, theories, and terminology.

**Performance**

1. The teacher uses mathematics to analyze and solve financial problems.
2. The teacher uses manual and computerized accounting methods.

**Standard #7        The teacher of business understands the role of leadership, teamwork, and communication in the workforce.**

**Knowledge**

1. The teacher understands effective business and computer communication skills including writing, reading, speaking, and listening.
2. The teacher understands the importance of leadership and teamwork skills in the field of business.

**Performance**

1. The teacher uses effective business communications skills (including writing, reading, speaking, and listening) and applies the principles of communication to the employability process.
2. The teacher demonstrates leadership and teamwork skills.

**Standard #8        The teacher of business understands business law, ethics, and financial planning.**

**Knowledge**

1. The teacher is aware of the purpose, characteristics, and classifications of business, labor, and consumer laws.
2. The teacher understands ethics in society.
3. The teacher understands financial planning for individuals.

**Performance**

1. The teacher describes labor, consumer, and business law.
2. The teacher identifies ethical business practices.
3. The teacher describes consumer rights, services of financial institutions, saving and investing plans, credit laws, types of insurance, tax forms, and retirement planning.