

Validity

This assessment covers the student's ability to demonstrate proficiency in the key learning objectives (see yellow highlighting below) as determined by the regional business instructors: Applying academics in the workplace; Communicating effectively; and Using technology through various context areas. The students tested are CTE Program of Study Completers in the Business Management and Administration Program. The students demonstrate their proficiency based on the approved scoring guide (rubric). The Business Management & Administration Cluster-level Skills Sets are also identified by number on the scoring guide (see Assessment Materials).

Business Management and Administration						
Map of technical skills to assessment contexts		<i>Context</i>				
Code Number	Students will:	Word Processing	Spreadsheets	Presentations	Database	Calculating Machines
BAZ01.01	Understand and apply basic academic skills to perform effectively in the workplace.					
BAZ01.01.01.01	Perform basic mathematical functions including use of decimals, fractions, percentages, formulas and methods of measurement.	X	X		X	X
BAZ01.02	Use effective communication skills to perform business operations.	X	X	X	X	
BAZ02.01	Use technology based tools to accomplish business services and business planning.	X	X	X	X	X
BAZ03.01	Understand and assess workplace hazards in order to develop and implement strategies to maintain workplace safety and health.	X	X	X	X	X
BAZ04.01	Understand and adhere to laws, regulations, codes of conduct, and codes of ethics when working in the business environment.	X	X	X	X	X
BAZ05.01	Understand the roles and responsibilities of employees in a business environment.	X	X	X	X	
BAZ05.02	Understand how to acquire, maintain, and develop career positions in the business environment.	X	X	X	X	X
BAZ07.01	Demonstrate professional behavior and etiquette in all business management and administration teams, work units, departments and organizations in order to enhance the work environment.	X	X	X	X	X