Colorado CTE

Management (2015): Grades 9, 10, 11, 12, Higher Education

Adopted 2015

Academic Foundations: Solve mathematical problems and use the information to make business decisions and enhance business management duties. MANC.01

01. Solve mathematical problems using numbers and operations. MANC.01.01

- a. Recognize relationships among numbers. MANC.01.01.A
- b. Employ mathematical operations. MANC.01.01.B
- c. Perform computations successfully. MANC.01.01.C
- d. Predict reasonable estimations. MANC.01.01.D

02. Apply algebraic skills to make business decisions. MANC.01.02

- a. Recognize patterns and mathematical relations. MANC.01.02.A
- b. Use algebraic symbols to represent, solve, and analyze mathematical problems. MANC.01.02.B
- c. Create mathematical models from real-life situations. MANC.01.02.C
- d. Represent changes in quantities mathematically. MANC.01.02.D
- e. Determine rate of change mathematically. MANC.01.02.E
- f. Interpret graphical and numerical data. MANC.01.02.F

03. Employ measurement skills to make business decisions. MANC.01.03

- a. Recognize measurable attributes of objects. MANC.01.03.A
- b. Take measurements correctly. MANC.01.03.B

04. Perform data analysis to make business decisions. MANC.01.04

- a. Formulate questions effectively. MANC.01.04.A
- b. Organize useful data. MANC.01.04.B
- c. Answer questions appropriately. MANC.01.04.C
- d. Employ appropriate statistical methods in data analysis. MANC.01.04.D
- e. Develop and evaluate inferences and predictions. MANC.01.04.E
- f. Apply basic concepts of probability. MANC.01.04.F

Evaluate the accuracy of mathematical responses using problem-solving techniques. MANC.01.05

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a. Identify problem-solving techniques. MANC.01.05.A

b. Apply a variety of problem-solving strategies. MANC.01.05.B

c. Adjust problem-solving strategies, when needed. MANC.01.05.C

Academic Foundations: Examine and employ business and economic principles and concepts in making informed business decisions to continue business operations. MANC.02

01. Identify fundamental economic concepts necessary for employment in business. MANC.02.01

a. Distinguish between economic goods and services. MANC.02.01.A

b. Explain the concept of economic resources. MANC.02.01.B

c. Describe the concepts of economics and economic activities. MANC.02.01.C

d. Determine economic utilities created by business activities. MANC.02.01.D

e. Explain the principles of supply and demand. MANC.02.01.E

f. Describe the functions of prices in markets. MANC.02.01.F

02. Describe the nature of business and its contribution to society. MANC.02.02

a. Explain the role of business in society. MANC.02.02.A

b. Describe types of business activities. MANC.02.02.B

c. Explain the organizational design of businesses. MANC.02.02.C

d. Discuss the global environment in which businesses operate. MANC.02.02.D

e. Describe factors that affect the business environment. MANC.02.02.E

f. Explain how organizations adapt to today's markets. MANC.02.02.F

03. Recognize how economic systems influence environments in which businesses function. MANC.02.03

a. Explain the types of economic systems. MANC.02.03.A

b. Explain the concept of private enterprise. MANC.02.03.B

c. Identify factors affecting a business's profit. MANC.02.03.C

d. Determine factors affecting business risk. MANC.02.03.D

e. Explain the concept of competition. MANC.02.03.E

f. Describe market structures. MANC.02.03.F

04. Use knowledge regarding the impact government has on businesses to make informed economic decisions. MANC.02.04

a. Determine the relationship between government and business. MANC.02.04.A

b. Describe the nature of taxes. MANC.02.04.B

c. Discuss the nature of monetary policy. MANC.02.04.C

d. Discuss the supply and demand for money. MANC.02.04.D

e. Explain the role of the Federal Reserve System. MANC.02.04.E

f. Explain the concept of fiscal policies. MANC.02.04.F

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g. Describe the effects of fiscal and monetary policies. MANC.02.04.G

05. Analyze cost/profit relationships to guide business decision-making. MANC.02.05

a. Explain the concept of productivity. MANC.02.05.A

b. Analyze impact of specialization/division of labor on productivity. MANC.02.05.B

c. Explain the concept of organized labor and business. Explain the impact of the law of diminishing returns. MANC.02.05.C

d. Describe the concept of economies of scale. MANC.02.05.D

06. Use economic indicators to detect economic trends and conditions. MANC.02.06

a. Describe the concept of price stability as an economic measure. MANC.02.06.A

b. Discuss the measure of consumer spending as an economic indicator. MANC.02.06.B

c. Discuss the impact of a nation's unemployment rates. MANC.02.06.C

d. Explain the concept of Gross Domestic Product. MANC.02.06.D

e. Describe the economic impact of inflation on business. MANC.02.06.E

f. Explain unemployment and inflation tradeoffs. MANC.02.06.F

g. Explain the economic impact of interest-rate fluctuations. MANC.02.06.G

h. Determine the impact of business cycles on business activities. MANC.02.06.H

07. Determine global trade's impact on business decision-making. MANC.02.07

a. Explain the nature of global trade. MANC.02.07.A

b. Describe the determinants of exchange rates and their effects on the domestic economy. MANC.02.07.B

c. Discuss the impact of cultural and social environments on global trade. MANC.02.07.C

d. Explain labor issues associated with global trade. MANC.02.07.D

Systems: Identify new ideas, opportunities, and methods to create or start a new project or venture. MANC.03

01. Employ entrepreneurial discovery strategies to generate feasible ideas for business ventures. MANC.03.01

a. Explain the need for entrepreneurial discovery. MANC.03.01.A

b. Discuss entrepreneurial discovery processes. MANC.03.01.B

c. Assess global trends and opportunities. MANC.03.01.C

d. Determine opportunities for venture creation. MANC.03.01.D

e. Assess opportunities for venture creation. MANC.03.01.E

f. Describe idea-generation methods. MANC.03.01.F

g. Generate venture ideas. MANC.03.01.G

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h. Determine feasibility of venture ideas. MANC.03.01.H

02. **Develop a concept for a new business venture.** MANC.03.02

- a. Describe entrepreneurial planning considerations. MANC.03.02.A
- b. Explain tools used by entrepreneurs for venture planning. MANC.03.02.B
- c. Assess start-up requirements. MANC.03.02.C
- d. Assess risks associated with venture. MANC.03.02.D

e. **Describe external resources useful to entrepreneurs during concept development.** MANC.03.02.E

- f. Assess the need to use external resources for concept development. MANC.03.02.F
- g. Describe strategies to protect intellectual property. MANC.03.02.G
- h. Use components of business plan to define venture idea. MANC.03.02.H

03. Determine the resources needed for start-up viability of a business venture. MANC.03.03

- a. Describe processes used to acquire adequate financial resources for venture creation/start-up. MANC.03.03.A
- b. Select sources to finance venture creation/start-up. MANC.03.03.B
- c. Explain factors to consider in determining a venture's human-resource needs. MANC.03.03.C
- d. Explain considerations in making the decision to hire staff. MANC.03.03.D
- e. Describe considerations in selecting capital resources. MANC.03.03.E
- f. Identify capital resources needed for the venture. MANC.03.03.F
- g. Assess the costs/benefits associated with resources. MANC.03.03.G

04. **Actualize a new business venture to generate profit and/or meet objectives.** MANC.03.04

- a. Use external resources to supplement entrepreneur's expertise. MANC.03.04.A
- b. Explain the complexity of business operations. MANC.03.04.B
- c. Evaluate risk-taking opportunities. MANC.03.04.C
- d. Explain the need for business systems and procedures. MANC.03.04.D
- e. Describe the use of operating procedures. MANC.03.04.E
- f. Explain methods/processes for organizing workflow. MANC.03.04.F
- g. Develop and/or provide product/service. MANC.03.04.G
- h. Use creative problem-solving in business activities/decisions. MANC.03.04.H
- i. Explain the impact of resource productivity on venture success. MANC.03.04.I
- j. Create processes for ongoing opportunity recognition. MANC.03.04.J
- k. Develop plan to invest resources into improving current products or creating new ones. MANC.03.04.K

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l. Adapt to changes in business environment. MANC.03.04.L

05. Select a harvesting strategy that matches the entrepreneur's desired goals regarding the business venture. MANC.03.05

a. Explain the need for continuation planning. MANC.03.05.A

b. Describe methods of venture harvesting. MANC.03.05.B

c. Evaluate options for continued venture involvement. MANC.03.05.C

d. Develop exit strategies. MANC.03.05.D

Systems: Analyze accounting systems' contribution to the fiscal stability of a business. MANC.04

01. Develop a foundational knowledge of accounting to understand its nature and scope. MANC.04.01

a. Explain the concept of accounting. MANC.04.01.A

b. Explain the need for accounting standards (GAAP). MANC.04.01.B

c. Discuss the role of ethics in accounting. MANC.04.01.C

d. Explain the use of technology in accounting. MANC.04.01.D

e. Explain legal considerations for accounting. MANC.04.01.E

02. Demonstrate accounting procedures used to track money flow and to determine financial status. MANC.04.02

a. Describe the nature of cash flow statements. MANC.04.02.A

b. Prepare cash flow statements. MANC.04.02.B

d. Describe the nature of income statements. MANC.04.02.D

c. Explain the nature of balance sheets. MANC.04.02.C

Systems: Understand tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources. MANC.05

01. Acquire a foundational knowledge of finance to understand its nature and scope. MANC.05.01

a. Explain the role of finance in business. MANC.05.01.A

b. Discuss the role of ethics in finance. MANC.05.01.B

c. Explain legal considerations for finance. MANC.05.01.C

Systems: Understand the methods that businesses use to recruit, train and develop human resources. MANC.06

01. Describe the role and function of human resources management. MANC.06.01

a. Discuss the nature of human resources management. MANC.06.01.A

b. Explain the role of ethics in human resources management. MANC.06.01.B

c. Describe the use of technology in human resources management. MANC.06.01.C

Safety, Health and En Im he

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01. Adhere to health and safety regulations to support a safe work environment. MANC.07.01

a. Describe health and safety regulations in business. MANC.07.01.A

environmental controls to enhance business productivity. MANC.07

- b. Report non-compliance with business health and safety regulations. MANC.07.01.B

02. Implement safety procedures to minimize loss. MANC.07.02

- a. Follow instructions for use of equipment, tools, and machinery. MANC.07.02.A
- b. Follow safety precautions. MANC.07.02.B
- c. Maintain a safe work environment. MANC.07.02.C
- d. Explain procedures for handling accidents. MANC.07.02.D
- e. Handle and report emergency situations. MANC.07.02.E

03. Assess needed safety policies/procedures to ensure protection of employees. MANC.07.03

- a. Identify potential safety issues. MANC.07.03.A
- b. Establish safety policies and procedures. MANC.07.03.B

04. Implement security policies/procedures to minimize chance for loss. MANC.07.04

- a. Explain routine security precautions. MANC.07.04.A
- b. Follow established security procedures/policies. MANC.07.04.B
- c. Protect company information and intangibles. MANC.07.04.C

05. Develop policies/procedures to protect workplace security. MANC.07.05

- a. Identify potential security issues. MANC.07.05.A
- b. Establish policies to protect company information and intangibles. MANC.07.05.B
- c. Establish policies to maintain a non-hostile work environment. MANC.07.05.C
- d. Establish policies and procedures to maintain physical security of the work environment. MANC.07.05.D

Ethics and Legal Responsibilities: Describe business's responsibility to know and abide by laws and regulations that affect business operations. MANC.08

01. Obtain and provide information in a business setting. MANC.08.01

- a. Respect the privacy of others. MANC.08.01.A
- b. Explain ethical considerations in providing information. MANC.08.01.B
- c. Protect confidential information. MANC.08.01.C
- d. Determine information appropriate to obtain from a client or another employee. MANC.08.01.D

02. Demonstrate ethical behaviors in the workplace. MANC.08.02

- a. Explain the nature of business ethics. MANC.08.02.A
- b. Demonstrate responsible behavior. MANC.08.02.B
- c. Demonstrate honesty and integrity. MANC.08.02.C
- d. Demonstrate ethical work habits. MANC.08.02.D

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03. **Manage internal and external business relationships to foster positive interactions.** MANC.08.03

- a. Treat others fairly at work. MANC.08.03.A
- b. Describe ethics in human resources issues. MANC.08.03.B

04. **Describe the nature and scope of business laws and regulations.** MANC.08.04

- a. Discuss the nature of law and sources of law in the United States. MANC.08.04.A
- b. Describe the US Judicial system hierarchy for legal appeals. MANC.08.04.B
- c. Describe legal issues affecting businesses. MANC.08.04.C

05. **Describe the elements of a business contract.** MANC.08.05

- a. Identify the basic torts relating to business enterprises. MANC.08.05.A
- b. Describe the nature of legally binding contracts. MANC.08.05.B

06. **Describe the current regulatory environment of United States' businesses.** MANC.08.06

- a. Describe the nature of legal procedure. MANC.08.06.A
- b. Discuss the nature of debtor-creditor relationships. MANC.08.06.B
- c. Explain the nature of agency relationships. MANC.08.06.C
- d. Discuss the nature of environmental law. MANC.08.06.D
- e. Discuss the role of administrative law. MANC.08.06.E

07. **Describe current human resources laws and regulations.** MANC.08.07

- a. Explain the nature of human resources regulations. MANC.08.07.A
- b. Explain the nature of workplace regulations (including OSHA, ADA). MANC.08.07.B
- c. Discuss employment relationships. MANC.08.07.C

08. **Select business structure for immediate and long-term operations.** MANC.08.08

- a. Explain types of business ownership. MANC.08.08.A
- b. Select form of business ownership. MANC.08.08.B

09. **Describe applicable commerce laws and regulations.** MANC.08.09

- a. Explain the nature of trade regulations. MANC.08.09.A
- b. Describe the impact of anti-trust legislation. MANC.08.09.B

10. **Explain applicable tax laws and regulations to comply with government requirements.** MANC.08.10

- a. Explain the nature of tax regulations on business. MANC.08.10.A
- b. Explain the nature of businesses' reporting requirements. MANC.08.10.B
- c. Develop strategies for legal/government compliance. MANC.08.10.C

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Employability and Career Development: Explore, obtain, and develop strategies for ensuring a successful business career. MANC.09

01. **Develop self-understanding to recognize the impact of personal actions on others.** MANC.09.01
    a. Describe the nature of emotional intelligence. MANC.09.01.A
    b. Explain the concept of self-esteem. MANC.09.01.B
    c. Recognize personal biases and stereotypes. MANC.09.01.C
    d. Assess personal strengths and weaknesses. MANC.09.01.D

02. **Develop personal traits and behaviors to foster career advancement.** MANC.09.02
    a. Identify desirable personality traits important to business. MANC.09.02.A
    b. Exhibit a positive attitude. MANC.09.02.B
    c. Exhibit self-confidence. MANC.09.02.C
    d. Demonstrate interest and enthusiasm. MANC.09.02.D
    e. Demonstrate initiative. MANC.09.02.E
    f. Foster positive working relationships. MANC.09.02.F

03. **Participate in career-planning to enhance job-success potential.** MANC.09.03
    a. Assess personal interests and skills needed for success in business. MANC.09.03.A
    b. Analyze employer expectations in the business environment. MANC.09.03.B
    c. Explain the rights of workers. MANC.09.03.C
    d. Identify sources of career information. MANC.09.03.D
    e. Identify tentative occupational interest. MANC.09.03.E
    f. Explain employment opportunities in business. MANC.09.03.F

04. **Implement job-seeking skills to obtain employment.** MANC.09.04
    a. Utilize job-search strategies. MANC.09.04.A
    b. Complete a job application. MANC.09.04.B
    c. Interview for a job. MANC.09.04.C
    d. Write a follow-up letter after job interviews. MANC.09.04.D
    e. Write a letter of application. MANC.09.04.E
    f. Prepare a résumé. MANC.09.04.F
    g. Use networking techniques to identify employment opportunities. MANC.09.04.G

05. **Utilize career-advancement activities to enhance professional development.** MANC.09.05
    a. Describe techniques for obtaining work experience (e.g., volunteer activities, internships). MANC.09.05.A
    b. Explain the need for ongoing education as a worker. MANC.09.05.B
    c. Explain possible advancement patterns for jobs. MANC.09.05.C

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d. Identify skills needed to enhance career progression. MANC.09.05.D

e. Utilize resources that can contribute to professional development (e.g., trade journals/periodicals, professional/trade associations, classes/seminars, trade shows, and mentors). MANC.09.05.E

Technical Skills: Access, process, maintain, evaluate, and disseminate information to assist in business decision-making. MANC.10

01. Use information literacy skills to increase workplace efficiency and effectiveness. MANC.10.01

a. Assess information needs. MANC.10.01.A

b. Obtain needed information efficiently. MANC.10.01.B

c. Evaluate quality and source of information. MANC.10.01.C

d. Apply information to accomplish a task. MANC.10.01.D

e. Store information for future use. MANC.10.01.E

02. Acquire a foundational knowledge of information management to understand its nature and scope. MANC.10.02

a. Discuss the nature of information management. MANC.10.02.A

b. Explain the role of ethics in information management. MANC.10.02.B

c. Explain legal issues associated with information management. MANC.10.02.C

03. Maintain business records to facilitate business operations. MANC.10.03

a. Describe the nature of business records. MANC.10.03.A

b. Maintain customer records. MANC.10.03.B

04. Acquire information to guide business decision-making. MANC.10.04

a. Describe current business trends. MANC.10.04.A

b. Monitor internal records for business information. MANC.10.04.B

c. Conduct an environmental scan to obtain business information. MANC.10.04.C

d. Interpret statistical findings. MANC.10.04.D

05. Utilize project-management skills to improve workflow and minimize costs. MANC.10.05

a. Explain the nature of project management. MANC.10.05.A

b. Identify resources needed for project. MANC.10.05.B

c. Develop project plan. MANC.10.05.C

d. Apply project-management tools to monitor project progress. MANC.10.05.D

e. Evaluate project results. MANC.10.05.E

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Describe the fundamental principles of money needed to make financial exchanges. MANC.11.01

of financial resources to protect solvency. MANC.11

a. Explain forms of financial exchange (cash, credit, debit, electronic funds transfer, etc.). MANC.11.01.A

b. Identify types of currency (paper money, coins, banknotes, government bonds, treasury notes, etc.). MANC.11.01.B

c. Describe functions of money (medium of exchange, unit of measure, store of value). MANC.11.01.C

d. Describe sources of income (wages/salaries, interest, rent, dividends, transfer payments, etc.). MANC.11.01.D

e. Explain the time value of money. MANC.11.01.E

f. Explain the purposes and importance of credit. MANC.11.01.F

g. Explain legal responsibilities associated with financial exchanges. MANC.11.01.G

02. Analyze financial needs and goals to determine financial requirements. MANC.11.02

a. Explain the nature of financial needs (e.g., college, retirement, wills, insurance, etc.). MANC.11.02.A

b. Set financial goals. MANC.11.02.B

c. Develop personal budget. MANC.11.02.C

03. Manage personal finances to achieve financial goals. MANC.11.03

a. Explain the nature of tax liabilities. MANC.11.03.A

b. Interpret a pay stub. MANC.11.03.B

c. Read and reconcile bank statements. MANC.11.03.C

d. Maintain financial records. MANC.11.03.D

e. Demonstrate the wise use of credit. MANC.11.03.E

f. Validate credit history. MANC.11.03.F

g. Protect against identity theft. MANC.11.03.G

h. Prepare personal income tax forms (i.e., 1040 EZ). MANC.11.03.H

04. Explain the use of financial-services providers to aid in financial-goal achievement. MANC.11.04

a. Describe types of financial-services providers. MANC.11.04.A

b. Discuss considerations in selecting a financial-services provider. MANC.11.04.B

05. Use investment strategies to ensure financial well-being. MANC.11.05

a. Explain types of investments. MANC.11.05.A

b. Explain the nature of capital investment. MANC.11.05.B

c. Establish investment goals and objectives. MANC.11.05.C

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06. **Identify potential business threats and opportunities for protecting a business's financial well-being.** MANC.11.06

- a. Describe the concept of insurance. MANC.11.06.A
- b. Obtain insurance coverage. MANC.11.06.B
- c. Settle insurance losses. MANC.11.06.C
- d. Identify speculative business risks. MANC.11.06.D
- e. Explain the nature of risk management. MANC.11.06.E

07. **Obtain business credit and establish financial controls.** MANC.11.07

- a. Explain the purposes and importance of obtaining business credit. MANC.11.07.A
- b. Analyze critical banking relationships. MANC.11.07.B
- c. Make critical decisions regarding acceptance of bank cards. MANC.11.07.C
- d. Determine financing needed for business operations. MANC.11.07.D
- e. Identify risks associated with obtaining business credit. MANC.11.07.E
- f. Explain sources of financial assistance. MANC.11.07.F
- g. Explain loan evaluation criteria used by lending institutions. MANC.11.07.G
- h. Complete loan application package. MANC.11.07.H

08. **Manage financial resources to maintain business solvency.** MANC.11.08

- a. Describe the nature of budgets. MANC.11.08.A
- b. Explain the nature of operating budgets. MANC.11.08.B
- c. Describe the nature of cost/benefit analysis. MANC.11.08.C
- d. Determine relationships among total revenue, marginal revenue, output, and profit. MANC.11.08.D
- e. Develop company's/department's budget. MANC.11.08.E
- f. Forecast sales. MANC.11.08.F
- g. Calculate financial ratios. MANC.11.08.G
- h. Interpret financial statements. MANC.11.08.H

Technical Skills: Employ tools and strategies to influence, plan, control, and organize an organization/department. MANC.12

01. **Explain the role that business management has in contributing to business success.** MANC.12.01

- a. Explain the concept of management. MANC.12.01.A
- b. Explain the nature of managerial ethics. MANC.12.01.B

02. **Utilize planning tools to guide organization's/department's activities.** MANC.12.02

- a. Explain the nature of business plans. MANC.12.02.A
- b. Develop company goals/objectives. MANC.12.02.B

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c. Define business mission. MANC.12.02.C

d. Conduct an organizational SWOT. MANC.12.02.D

e. Explain external planning considerations. MANC.12.02.E

f. Identify and benchmark key performance indicators (e.g., dashboards, scorecards, etc.). MANC.12.02.F

g. Develop action plans. MANC.12.02.G

h. Develop business plan. MANC.12.02.H

03. Implement control activities that promote growth and development of the organization/department. MANC.12.03

a. Describe the nature of managerial control (control process, types of control, what is controlled). MANC.12.03.A

b. Analyze operating results in relation to budget/industry. MANC.12.03.B

c. Track performance of business plan. MANC.12.03.C

Technical Skills: Identify, understand and implement processes and systems used to monitor, plan, and control day-to-day business activities. MANC.13

04. Implement expense-control strategies to enhance a business's financial well-being. MANC.13.04

a. Explain the nature of overhead/operating costs. MANC.13.04.A

b. Explain employee's role in expense control. MANC.13.04.B

c. Control use of supplies. MANC.13.04.C

d. Conduct breakeven analysis. MANC.13.04.D

e. Negotiate service and maintenance contracts. MANC.13.04.E

f. Negotiate lease or purchase of facility. MANC.13.04.F

g. Develop expense control plans. MANC.13.04.G

h. Use budgets to control operations. MANC.13.04.H

05. Maintain property and equipment necessary for ongoing business activities. MANC.13.05

a. Identify routine activities for maintaining business facilities and equipment. MANC.13.05.A

b. Plan maintenance program. MANC.13.05.B

Technical Skills: Create, communicate, and deliver value to customers while managing customer relationships. MANC.14

01. Perform customer service activities to support customer relationships and encourage repeat business. MANC.14.01

a. Process customer orders. MANC.14.01.A

b. Process customer returns. MANC.14.01.B

02. Utilize technology to facilitate customer relationship management. MANC.14.02

a. Explain the use of databases in customer relationship management (CRM). MANC.14.02.A

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b. Use CRM technology. MANC.14.02.B

Technical Skills: Employ systems, strategies, and techniques used to collect, organize, analyze, and share information in an organization. MANC.15

01. Explain the nature and scope of knowledge management practices within a business. MANC.15.01

a. Explain the nature of knowledge management. MANC.15.01.A

b. Discuss the role of ethics in knowledge management. MANC.15.01.B

c. Explain the use of technology in knowledge management. MANC.15.01.C

d. Explain legal considerations for knowledge management. MANC.15.01.D

02. Use knowledge management strategies to improve the performance and competitive advantage of an organization. MANC.15.02

a. Identify techniques that can be used to capture and transfer knowledge in an organization. MANC.15.02.A

b. Determine factors causing loss of organizational knowledge. MANC.15.02.B

c. Implement knowledge-management strategies. MANC.15.02.C

Technical Skills: Plan, implement, monitor, and evaluate business projects. MANC.16

01. Utilize project management skills to start, run, and complete projects. MANC.16.01

a. Explain the nature of a project life cycle. MANC.16.01.A

b. Explain standard project-management processes. MANC.16.01.B

c. Coordinate schedules and activities. MANC.16.01.C

d. Track project progress and results. MANC.16.01.D

Technical Skills: Implement, monitor and evaluate quality standards in order to ensure high quality. MANC.17

01. Explain the nature and scope of quality management practices within a business. MANC.17.01

a. Explain the nature of quality management. MANC.17.01.A

b. Describe the nature of quality management frameworks (e.g., Six Sigma, ITIL, CMMI). MANC.17.01.B

c. Discuss the need for continuous improvement of the quality process. MANC.17.01.C

Technical Skills: Examine and employ risk management strategies and techniques in order to minimize potential business loss. MANC.18

01. Explain the nature and scope of risk management practices within a business. MANC.18.01

a. Explain the role of ethics in risk management. MANC.18.01.A

b. Describe the use of technology in risk management. MANC.18.01.B

c. Discuss legal considerations affecting risk management. MANC.18.01.C