North Carolina CTE

Principles of Business and Finance (2016): Grades 9, 10, 11, 12

Adopted 2016

Understand communication skills and customer relations. 1.00	**01.** Apply verbal skills to obtain and convey information. 1.01
	02. Record information to maintain and present a report of business activity. 1.02
	03. Write internal and external business correspondence to convey and obtain information effectively. 1.03
	04. Foster positive relationships with customers to enhance company image. 1.04
Understand information management. 2.00	**01.** Use information literacy skills to increase workplace efficiency and effectiveness. 2.01
	02. Acquire a foundational knowledge of information management to understand its nature and scope. 2.02
	03. Utilize information-technology tools to management and perform work responsibilities. 2.03
Understand professional development. 3.00	**01.** Acquire self-development skills to enhance relationships and improve efficiency in the work environment. 3.01
	02. Utilize critical-thinking skills to determine best options/outcomes. 3.02
	03. Participate in career-planning to enhance job-success potential. 3.03
	04. Implement job-seeking seeking skills to obtain employment. 3.04
	05. Utilize career-advancement activities to enhance professional development. 3.05
Understand business operations ma	**01.** Adhere to health and safety regulations to support a safe work environment. 4.01

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	02. Implement purchasing activities to obtain business supplies, equipment and services. 4.02
	03. Understand production's role and function in business to recognize its need in an organization. 4.03
	04. Implement safety procedures to minimize loss. 4.04
	05. Implement security policies/procedures to minimize chance for loss. 4.05
Understand economics. 5.00	01. Understand fundamental economic concepts to obtain a foundation for employment in business. 5.01
	02. Understand economic systems to be able to recognize the environments in which businesses function. 5.02
	03. Understand the nature of business to show its contributions to society. 5.03
	04. Acquire knowledge of the impact of government on business activities to make informed economic decisions. 5.04
	05. Analyze cost/profit relationships to guide business decision making. 5.05
Understand financial analysis. 6.00	01. Acquire a foundational knowledge of accounting to understand its nature and scope. 6.01
	02. Acquire a foundational knowledge of finance to understand its nature and scope. 6.02
Understand marketing and business management. 7.00	01. Understand marketing's role and function in business to facilitate economic exchanges with customers. 7.01
	02. Apply knowledge of business ownership to establish and continue business operations. 7.02
	03. Recognize management's role to understand its contribution to business success. 7.03
	04. Understand the role and function of human resources management to obtain a foundational understanding of its nature and scope. 7.04
	05. Understand operations' role and function in business to value its contributions to company. 7.05