Oregon CTE

Business Management and Administration: Business Information Management Knowledge and Skill Statements with Suggested Performance Indicators

Demonstrate knowledge of and adherence laws and regulations affecting business operations and transactions FA-BMA-BIM01	**A** Demonstrate understanding of business contracts to establish business relationships, including the issuance, suspension, and termination of contracts FA-BMA-BIM01.A
	B Explain how laws and regulations are used to establish effective business practices FA-BMA-BIM01.B
	C Demonstrate knowledge of laws and regulations used to establish effective, customized, and business-appropriate practices and guidelines FA-BMA-BIM01.C
Demonstrate understanding of financial resources to plan for, monitor, manage, and maintain a business' financial well-being FA-BMA-BIM02	**A** Describe and use cost accounting methods to guide business decisions pertaining to quality and to calculate costs FA-BMA-BIM02.A
	B Explain the reasons to integrate risk management into business operations FA-BMA-BIM02.B
	C Explain the purpose of internal accounting control procedures FA-BMA-BIM02.C
	D Use, integrate, and maintain internal accounting control procedures for a business FA-BMA-BIM02.D
Demonstrate ability to access, evaluate and disseminate information for business decision making FA-BMA-BIM03	**A** Explain issues involved in designing systems for different environments FA-BMA-BIM03.A
	B Demonstrate the ability to use database software to create databases that facilitate business decision-making FA-BMA-BIM03.B
	C reate a database to meet business requirements FA-BMA-BIM03.C

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	D Demonstrate data entry techniques to accurately and efficiently enter, edit, and extract information from databases FA-BMA-BIM03.D
	E Demonstrate the use of a computer's operating system to execute basic work responsibilities (e.g., moving and sharing files, creating directories) FA-BMA-BIM03.E
Demonstrate the ability to plan, monitor and manage day-to-day business activities to sustain continued business functioning FA-BMA-BIM04	**A** Demonstrate the use of project management processes to plan, implement, and maintain a business project FA-BMA-BIM04.A
	B Describe strategies for managing project teams and business projects to minimize errors and produce products on time and within budget FA-BMA-BIM04.B
	C Develop requirements and solutions to improve business processes, performance, or people FA-BMA-BIM04.C
	D Describer quality-control processes to minimize errors and to improve processes FA-BMA-BIM04.D
	E Develop plans to promote continuous-improvement and quality achievement FA-BMA-BIM04.E
Demonstrate the ability to plan, organize and manage an organization/department to achieve business goals FA-BMA-BIM05	**A** Describe strategies for coordinating information management and business management to aid in business planning FA-BMA-BIM05.A
	B Explain the strategic role of information systems/information communication technology within an organization FA-BMA-BIM05.B
	C Establish the needed maintenance system and appropriate scheduling for office equipment/technology and peripherals FA-BMA-BIM05.C
	D Develop inventory and maintenance procedures for supplies FA-BMA-BIM05.D