

**2010/2011 DoDEA Student Competency Record**  
**Management International Business**  
**PTB401 - 18 weeks**

<b>Student</b>	<b>School Year</b>
<b>Grade</b>	<b>Term (fall, spring)</b>
<b>School</b>	<b>Teacher Signature</b>

Mastery is a level of performance that indicates a student has demonstrated the knowledge, skills, and abilities for a unit of instruction or subject area as defined by a recognized standard. DoDEA defines mastery as being competent in the task and non-mastery as needing task remediation.

As students complete each competency, the student or teacher should assess the student's level of performance and mark the appropriate column next to the competency. This record should be used to provide information about competencies mastered to employer, student-employee, or another school/teacher.

<b>PTB401</b> 18 weeks	<b>Management International Business</b> <b>TASKS/COMPETENCIES</b>	<b>Mastery</b>	<b>Non-Mastery</b>
<b>Implementing DoDEA's CTE Course Requirements</b>			
• 001	Demonstrate DoDEA's Workplace Readiness Skills in course activities.		
• 002	Identify issues related to this field of study that affect the environment and impact local and global communities.		
• 003	Identify Internet safety issues and procedures for complying with acceptable use standards.		
<b>Differentiating the Organization and Characteristics of Business</b>			
• 004	Compare the characteristics of different types of business ownership and organization in both service-based and product-based businesses.		
• 005	Explain the risks and rewards of entrepreneurship through a SWOT (strengths, weaknesses, opportunities, threats) analysis.		
• 006	Describe current and emerging trends in business.		
• 007	•Describe the impact of demographic issues on business.		
• 008	Identify current laws and regulations affecting the establishment and operation of businesses.		
• 009	Describe the effect of a global marketplace on business.		
• 010	Analyze business plan development.		
<b>Examining Economic Factors Affecting Business</b>			
• 011	Identify basic micro and macro economic concepts (i.e., supply and demand, leading economic indicators, business cycle, and economic		

**2010/2011 DoDEA Student Competency Record**  
**Management International Business**  
**PTB401 - 18 weeks**

PTB401 18 weeks	Management International Business <b>TASKS/COMPETENCIES</b>	Mastery	Non- Mastery
	cycle).		
• 012	Compare economic systems, free markets, and economic-political systems.		
• 013	Explain how economic growth can be promoted and how data can be interpreted and measured.		
• 014	Analyze causes and solutions for basic challenges in various economic-political systems.		
<b>Identifying the Scope of Management</b>			
• 015	Describe management roles, functions, skills, and values.		
• 016	•Identify benefits and limitations of a variety of leadership and management styles.		
• 017	Analyze leadership and management styles in a variety of business situations.		
• 018	Develop and communicate a vision, mission, and/or values statement that is realistic for company-wide implementation.		
• 019	Organize business activities to achieve established action plans.		
• 015	Explore the principles of personal and business ethics and their role in business decisions.		
<b>Conducting Business Internationally</b>			
• 020	Discuss government, competition, and country stability influences on import/export.		
<b>Conducting Financial Activities</b>			
• 021	Explore differences among various sources of capital.		
• 022	Explain the impact of the stock market on business decisions.		
• 023	Identify the cost of operations.		
• 024	Analyze sales/production records.		
• 025	Interpret basic financial statements (cash flow, income statement, and balance sheet).		
• 026	Relate financial information to business decisions.		
• 027	Identify strategies for risk management.		
• 028	Prepare a budget to include short-term and long-term expenditures.		
• 029	Identify the components of records management systems.		
• 030	Describe credit plans, credit cards, credit policies, collection procedures, and credit analysis.		
• 031	Identify reasons for taxes, types of taxes, and the effects taxes have on business decisions.		
<b>Conducting Marketing Activities</b>			
• 032	Explain the role of marketing in the economy.		
• 033	Determine various applications of marketing research.		
• 034	Explain marketing concepts and the elements of the marketing mix.		
• 035	Explain the four stages of the product life cycle.		

**2010/2011 DoDEA Student Competency Record**  
**Management International Business**  
**PTB401 - 18 weeks**

PTB401 18 weeks	Management International Business <b>TASKS/COMPETENCIES</b>	Mastery	Non- Mastery
<b>Conducting Business Operations</b>			
• 036	Describe the impact of changing technology on the business environment.		
• 037	Illustrate the impact of environmental issues on business.		
• 038	Identify workplace safety and security measures.		
• 039	Analyze components included in policies and procedures manuals.		
• 040	Interpret staff interrelationships illustrated in a variety of organizational charts.		
• 041	Organize work teams.		
• 042	Apply time management concepts in scheduling and completing tasks.		
• 043	Plan physical layout, furnishings, and equipment for a business environment.		
• 044	Identify effective information processing systems for various business types.		
• 045	Investigate the impact of implementing quality control measures.		
<b>Administering Human Resources Functions</b>			
• 046	Identify methods of recruiting employees and publicizing job openings.		
• 047	Develop a job description.		
• 048	Identify the value of a diverse workforce.		
• 049	Explain various methods of interviewing and selecting applicants for employment.		
• 050	Outline the procedures used in employee performance documentation, promotion, and termination.		
• 051	Identify the components of an orientation program for a new employee.		
• 052	Identify federal legislation related to employees in the workplace.		
• 053	Review legal issues (e.g., harassment, employee rights, privacy, drug testing, labor disputes, discrimination, and substance abuse) and the potential impact to the business.		
• 054	Describe the elements of a total compensation package.		
• 055	Explain the purpose and characteristics of staff development and continuing education programs.		
<b>Developing Communication Skills for Business</b>			
• 056	Demonstrate effective communication techniques in working with individuals and groups.		
• 057	Examine communication barriers and ways to eliminate them.		
• 058	Explain how corporate culture influences formal and informal communication.		
• 059	Examine potential communication challenges in international business.		
• 060	Identify ways to motivate, coach, counsel, and reward individuals and teams.		
• 061	Identify methods for resolving conflicts.		
• 062	Plan an effective meeting.		

**2010/2011 DoDEA Student Competency Record**  
**Management International Business**  
**PTB401 - 18 weeks**

<b>PTB401</b> 18 weeks	Management International Business <b>TASKS/COMPETENCIES</b>	Mastery	Non-Mastery
• 063	Facilitate a meeting.		
• 064	Make a presentation to an audience.		
• 065	Demonstrate business etiquette techniques.		
• 066	Describe the benefits of developing partnerships within the organization and with the community.		
<b>Enhancing Career Exploration and Employability Skills</b>			
• 067	Conduct a job search.		
• 068	Create a résumé.		
• 069	Identify certifications relevant to the business management field.		
• 070	Create or update a portfolio containing representative samples of student work.		