**Principles of Business & Finance (POBF) 2016**

***Unit Titles/Essential Standards and Objective Statements  
(The Student will be able to:)***

**1.00 Understand communications skills and customer relations.**

* 1. Apply verbal skills to obtain and convey information.
  2. Record information to maintain and present a report of business activity.
  3. Write internal and external business correspondence to convey and obtain information effectively.
  4. Foster positive relationships with customers to enhance company images.

**2.00 Understand information management.**

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| 2.01 Use information literacy skills to increase workplace  efficiency and effectiveness. |
| 2.02 Acquire a foundational knowledge of information  management to understand its nature and scope. |
| **3.00 Understand professional development.** |
| 3.01 Acquire self-development skills to enhance relationships  and improve efficiency in the work environment. |
| 3.02 Utilize critical-thinking skills to determine best options/outcomes. |
| 3.03 Participate in career-planning to enhance job-success  potential. (SUPPLEMENTAL) |
| 3.04 Implement job-seeking skills to obtain employment.  (SUPPLEMENTAL) |

3.05 Utilize career-advancement activities to enhance

professional development. (SUPPLEMENTAL)

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| **4.00 Understand business operations management.**  4.01 Adhere to health and safety regulations to support a  safe work environment. |
| 4.02 Implement purchasing activities to obtain business  supplies, equipment and services. |
| 4.03 Understand production’s role and function in business  to recognize its need in an organization. |
| 4.04 Implement safety procedures to minimize loss. (SUPPLEMENTAL) |
| 4.05 Implement security policies/procedures to minimize chance for loss. (SUPPLEMENTAL) |

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| **5.00 Understand Economics**  5.01 Understand fundamental economic concepts to obtain  a foundation for employment in business. |
| 5.02 Understand economic systems to be able to recognize  the environments in which businesses function. |
| 5.03 Understand the nature of business to show its contributions to society. |
| 5.04 Acquire knowledge of the impact of government on  business activities to make informed economic decisions. |
| 5.05 Analyze cost/profit relationships to guide business decision making. |
| **6.00 Understand financial analysis.** |
| 6.01 Acquire a foundational knowledge of accounting to  understand its nature and scope. |
| 6.02 Acquire a foundational knowledge of finance to understand  its nature and scope. |
| **7.00 Understand marketing and business management.** |
| 7.01 Understand marketing’s role and function in business to  facilitate economic exchanges with customers. |
| 7.02 Apply knowledge of business ownership to establish and  continue business operations. |
| 7.03 Recognize management’s role to understand its contribution  to business success. |
| 7.04 Understand the role and function of human resources  management to obtain a foundational understanding of its  nature and scope. (SUPPLEMENTAL) |
| 7.05 Understand operations’ role and function in business to  value its contributions to company. (SUPPLEMENTAL) |