

COMPETENCIES FOR BUSINESS TECHNOLOGY TEACHERS, 4-12

In addition to the Arkansas Teaching Standards (ATS) and the competencies for the Teacher Excellence and Support System (TESS), including competencies regarding the knowledge and use of educational technology that reflect the International Society for Technology in Education standards, the teacher of Business Technology, grades 4-12, shall also demonstrate knowledge and competencies in the following areas:

1. ACCOUNTING

NBEA: Standard 1

PRAXIS (5101): Section I

- 1.1 Understands the role that accountants play in business and society
- 1.2 Describes the career opportunities in the accounting profession
- 1.3 Demonstrates the skills and competencies required to be successful in the accounting profession and/or in an accounting-related career
- 1.4 Identifies and describes generally accepted accounting principles (GAAP), explain how the application of GAAP impacts the recording of financial transactions, and the preparation of financial statements
- 1.5 Completes the steps in the accounting cycle in order to prepare the financial statements
- 1.6 Develops an understanding and working knowledge of an annual report and financial statements
- 1.7 Assess the financial condition and operating results of a company and analyze and interpret financial statements and information to make informed business decisions
- 1.8 Uses planning and control principles to evaluate the performance of an organization and apply differential analysis and present-value concepts to make decisions
- 1.9 Develops a working knowledge of individual income tax procedures and requirements to comply with tax laws
- 1.10 Distinguishes between generally accepted accounting principles and income tax law

2. BUSINESS LAW

NBEA: Standard 2

Praxis (5101): Section 6

- 2.1 Analyzes the relationship between ethics and the law and describe sources of the law, the structure of the court system, different classifications of procedural law, and different classifications of substantive law
- 2.2 Analyze the relationships between contract law, law of sales, and consumer law
- 2.3 Analyzes the role and importance of agency law and employment law as they relate to the conduct of business in the national and international marketplaces
- 2.4 Describes the major types of business organizations operations operating within the socioeconomic arena of the national and international marketplace
- 2.5 Explains the legal rules that apply to personal property and real property

COMPETENCIES FOR BUSINESS TECHNOLOGY TEACHERS, 4-12

- 2.6 Analyzes the functions of negotiable instruments, insurance, secured transactions, and bankruptcy
- 2.7 Explains how advances in computer technology impact such areas as property law, contract law, criminal law, and international law
- 2.8 Explains the legal rules that apply to the environment and energy regulation
- 2.9 Explain the legal rules that apply to marriage, divorce, and child custody
- 2.10 Determines the appropriateness of wills and trusts in estate planning

3. CAREER DEVELOPMENT

NBEA: Standard 3

Praxis (5101): Section 2

- 3.1 Assesses personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development
- 3.2 Utilizes career resources to develop a career information database that includes international career opportunities
- 3.3 Relates the importance of workplace expectations to career development
- 3.4 Applies knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan
- 3.5 Develops strategies to make an effective transition from school to career
- 3.6 Relates the importance of lifelong learning to career success

4. COMMUNICATION

NBEA: Standard 4

Praxis (5101): Section 2

- 4.1 Communicates in a clear, courteous, concise, and correct manner on personal and professional levels
- 4.2 Applies basic social communication skills in personal and professional situations
- 4.3 Uses technology to enhance the effectiveness of communication
- 4.4 Integrates all forms of communication in the successful pursuit of employment
- 4.5 Incorporate appropriate leadership and supervision techniques, customer service strategies, and personal ethics standards to communicate effectively with various business constituencies

COMPETENCIES FOR BUSINESS TECHNOLOGY TEACHERS, 4-12

5. COMPUTATION

NBEA: Standard 5

- 5.1 Applies basic mathematical operations to solve problems
- 5.2 Solves problems involving whole numbers, decimals, fractions, percents, ratios, averages, and proportions
- 5.3 Uses algebraic operations to solve problems
- 5.4 Uses common international standards of measurement when solving problems
- 5.5 Analyzes and interprets data using common statistical procedures
- 5.6 Uses mathematical procedures to analyze and solve business problems

6. ECONOMICS

NBEA: Standard 6

Praxis (5101): Section 3

- 6.1 Assesses opportunity costs and trade-offs involved in making choices about how to use scarce economic resources.
- 6.2 Explains why societies develop economic systems, identify the basic features of different economic systems, and analyze the major features of the U.S. economic system
- 6.3 Analyzes the role of core economic institutions and incentives in the U.S. economy
- 6.4 Analyzes the role of markets and prices in the U.S. economy
- 6.5 Analyzes the different types of market structures and the effect they have on the price and the quality of the goods and services produced
- 6.6 Explains the importance of productivity and analyze how specialization, division of labor, investment in physical and human capital, and technological change affect productivity
- 6.7 Analyzes the role of government in economic systems, especially the role of government in the U.S. economy
- 6.8 Examines the role of trade, protectionism, and monetary markets in the global economy
- 6.9 Analyzes how the U.S. economy functions as a whole and describe selected macroeconomic measures of economic activity

COMPETENCIES FOR BUSINESS TECHNOLOGY TEACHERS, 4-12

7. PERSONAL FINANCE

NBEA: Standard 6
Praxis (5101): Section 1

- 7.1 Uses a rational decision-making process as it applies to the roles of citizens, workers, and consumers
- 7.2 Identifies various forms of income and analyze factors that affect income as a part of the career decision-making process
- 7.3 Develops and evaluates a spending/savings plan
- 7.4 Evaluates savings and investment options to meet short- and long-term goals
- 7.5 Applies a decision-making model to maximize consumer satisfaction when buying goods and services
- 7.6 Evaluates services provided by financial deposit institutions to transfer funds
- 7.7 Analyzes factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit
- 7.8 Analyzes choices available to consumers for protection against risk and financial loss

8. ENTREPRENEURSHIP

NBEA: Standard 8
Praxis (5101): Section 4

- 8.1 Recognizes that entrepreneurs possess unique characteristics and evaluate the degree to which one possesses those characteristics
- 8.2 Applies economic concepts when making decisions for an entrepreneurial venture
- 8.3 Uses the financial competencies needed by an entrepreneur
- 8.4 Recognizes that entrepreneurs must establish, maintain, and analyze appropriate records to make business decisions
- 8.5 Develops a management plan for an entrepreneurial venture
- 8.6 Analyzes the effect of cultural differences, export/import opportunities, and trends on an entrepreneurial venture in the global marketplace
- 8.7 Analyzes how forms of business ownership, government regulations, and business ethics affect entrepreneurial ventures
- 8.8 Develops a business plan

9. INFORMATION AND TECHNOLOGY

NBEA: Standard 9
Praxis (5101): Section 6

- 9.1 Assesses the impact of information technology on society
- 9.2 Describes current and emerging hardware; configure, install, and upgrade hardware; diagnose problems; and repair hardware
- 9.3 Identifies, evaluates, selects, installs, uses, upgrades, customizes, and diagnoses and solves problems with various types of operating systems and utilities
- 9.4 Uses various input technologies to research, enter, and manipulate information appropriately
- 9.5 Identifies, evaluates, selects, installs, uses, upgrades, and customizes productivity software; diagnoses and solves software problems
- 9.6 Uses multimedia software to create media rich projects

COMPETENCIES FOR BUSINESS TECHNOLOGY TEACHERS, 4-12

- 9.7 Uses input technologies appropriately to enter and manipulate text and data
- 9.8 Gathers, evaluates, uses, and cites information from information technology sources
- 9.9 Uses, plans, develops, and maintains database management systems
- 9.10 Designs, develops, tests, and implements programs
- 9.11 Analyzes and designs information systems using appropriate development tools
- 9.12 Develops the skills to design, deploy, and administer networks and communications systems
- 9.13 Uses, evaluates, and deploys communications and networking applications
- 9.14 Plans the selection and acquisition of information technologies
- 9.15 Develops the technical and interpersonal skills and knowledge to support the user community
- 9.16 Designs and implements risk management policies and procedures for information technology
- 9.17 Describes, analyzes, develops, and follow policies for managing privacy and ethical issues in organizations in a technology-based society
- 9.18 Describes positions and career paths in information technology

10. INTERNATIONAL BUSINESS

NSTA/ASTE; Standard 10

PRAXIS (5235): Section 6

- 10.1 Explains the role of international business; analyze how it impacts business at all levels (including the local, state, national, and international levels)
- 10.2 Describes the interrelatedness of the social, cultural, political, legal, and economic factors that shape and impact the international business environment
- 10.3 Applies communication strategies necessary and appropriate for effective and profitable international business relations
- 10.4 Identifies forms of business ownership and entrepreneurial opportunities available in international business
- 10.5 Relates balance of trade concepts to the import/export process
- 10.6 Analyzes special challenges in operations and human resource management in international business
- 10.7 Applies marketing concepts to international business situations
- 10.8 Explains the concepts, role, and importance of international finance and risk management

COMPETENCIES FOR BUSINESS TECHNOLOGY TEACHERS, 4-12

11. MANAGEMENT

NBEA: Standard 11

Praxis (5101): Section 7

- 11.1 Analyzes the management functions and their implementation and integration within the business environment
- 11.2 Analyzes management theories and their application within the business environment
- 11.3 Analyzes the organization of a business
- 11.4 Develops personal management skills to function effectively and efficiently in a business environment
- 11.5 Examines the role of ethics and social responsibility in decision making
- 11.6 Describes human resource functions and their importance to an organization's successful operation
- 11.7 Describes the role of organized labor and its influence on government and business
- 11.8 Utilizes information and technology tools to conduct business effectively and efficiently
- 11.9 Analyzes a business organization's competitive position within the industry
- 11.10 Analyzes financial data influenced by internal and external factors in order to make short-term and long-term decisions
- 11.11 Applies operations management principles and procedures to the design of an operations plan
- 11.12 Examines the issues of managing in the global environment

12. MARKETING

NSTA/ASTE; Standard 12

Praxis (5101): Section 7

- 12.1 Recognizes the customer-oriented nature of marketing and analyze the impact of marketing activities on the individual, business, and society
- 12.2 Analyzes the characteristics, motivations, and behaviors of consumers
- 12.3 Analyzes the influence of external factors on marketing
- 12.4 Analyzes the elements of the marketing mix, their interrelationships, and how they are used in the marketing process
- 12.5 Analyze the role of marketing research in decision makings
- 12.6 Describes the elements, design, and purposes of a marketing plan

COMPETENCIES FOR BUSINESS TECHNOLOGY TEACHERS, 4-12

13. PROFESSIONAL BUSINESS EDUCATION

Praxis (5101): Section 8

13.1 Understands the role of professional business education organizations (e.g., student organizations [FBLA & DECA] and the role of the advisor; teacher organizations and the importance of staying actively involved in the profession)

13.2 Knows career and technical education legislation (e.g., Carl Perkins)

13.3 Understands school and community relationships (e.g., advisory committees, student recruitment, and involvement of the business community.

13.4 Knows and applies the mission and objectives of the business technology education program

13.5 Displays a firm understanding and application of pedagogy

13.6 Understands and provides work-based learning opportunities (e.g., school-based enterprises, internships, mentorship, cooperative education, and job shadowing)

14. COMPUTING CONCEPTS

AR CSS K-8

14.1 Demonstrates understanding of computational thinking and problem solving

- Analyzes problem solving strategies
- Analyzes connections between elements of mathematics and computer science
- Solves problems cooperatively and collaboratively

14.2 Demonstrates understanding of data and information

- Analyzes problem solving strategies
- Analyzes connections between elements of mathematics and computer science
- Solves problems cooperatively and collaboratively

14.3 Demonstrate an understanding of algorithms and computer programs

- Creates, evaluates, and modifies algorithms
- Creates computer programs to solve programs

14.4 Demonstrate understanding of computers and communications

- Analyzes the utilization of computers
- Utilizes appropriate digital tools for various applications
- Analyzes various components and functions of computers

14.5 Demonstrates understanding of community, global, and ethical impacts by analyzing appropriate uses of technology