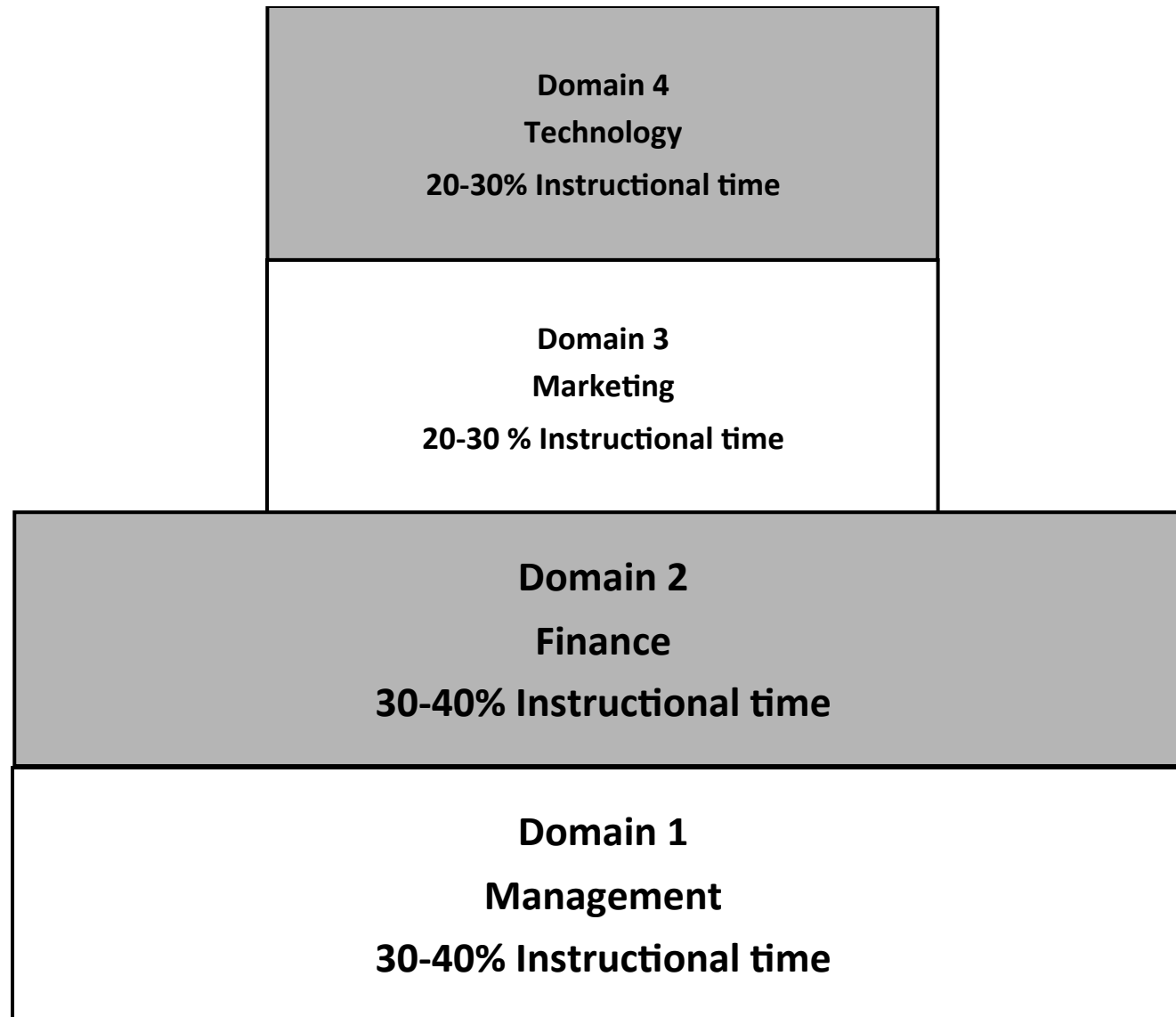


Content Domains

Business Management and Administrative Services 52.0200.00



The technical standards for the Business Management and Administrative Services Program are clustered in 4 domains. The greatest percentage of instructional time will be spent on domains 1 and 2 with less time on domains 3 and 4. Students who complete the program should demonstrate a thorough knowledge in each of these domains.

Blueprint for Instruction and Assessment

Business Management and Administrative Services
52.0200.00

Domain	Related Standards	Instructional Time
Domain 1 Management	STANDARD 4.0 DEMONSTRATE GENERAL MANAGEMENT PRACTICES STANDARD 5.0 DEMONSTRATE HUMAN RESOURCE MANAGEMENT FUNCTIONS STANDARD 6.0 PERFORM PROJECT MANAGEMENT FUNCTIONS	30-40%
Domain 2 Finance	STANDARD 1.0 DEMONSTRATE PERSONAL FINANCE PRACTICES STANDARD 2.0 DEMONSTRATE BUSINESS AND FINANCIAL MANAGEMENT PRACTICES NEEDED FOR AN ENTERPRISE STANDARD 7.0 USE ACCOUNTING INFORMATION AND FINANCIAL ANALYSES TO MAKE BUSINESS DECISIONS	30-40%
Domain 3 Marketing	STANDARD 3.0 DEMONSTRATE MARKETING CONCEPTS	20-30%
Domain 4 Technology	STANDARD 8.0 USE COMPUTERIZED INFORMATION SYSTEMS AND TECHNOLOGY	20-30%

Content domains are bodies of knowledge, skills or abilities to be taught or assessed. They are clustered as related to technical standards for instruction. The suggested percentage of instructional time is listed for each domain. Instructional time corresponds to the percentage of assessment items included on the Technical Skills Assessment 2017