

# Blueprint for Instruction and Assessment

## Business Operations

52.0408.00



Domain	Related Standards	Instructional Time
<b>Domain 1</b> Business Operations and Procedures	<b>STANDARD 2.0</b> DEMONSTRATE THE RESPONSIBILITIES OF A BUSINESS OPERATIONS ASSISTANT <b>STANDARD 3.0</b> ESTABLISH AND ADHERE TO OFFICE PROCEDURES <b>STANDARD 4.0</b> PLAN AND PARTICIPATE IN VIRTUAL MEETINGS AND IN-PERSON COLLABORATIONS	40-50%
<b>Domain 2</b> Technology Foundations for Business	<b>STANDARD 1.0</b> UTILIZE TECHNOLOGY TOOLS TO MANAGE BUSINESS OPERATIONS <b>STANDARD 7.0</b> DEMONSTRATE PROFICIENCY IN NAVIGATING THE INTERNET <b>STANDARD 8.0</b> DEMONSTRATE ETHICAL STANDARDS AND SAFETY POLICIES IN THE WORKPLACE	30-40%
<b>Domain 3</b> Business Finance and Management	<b>STANDARD 5.0</b> PREPARE TRAVEL ARRANGEMENTS <b>STANDARD 6.0</b> MANAGE CASH AND BANKING PROCEDURES	10-20%

Content domains are bodies of knowledge, skills, or abilities to be taught and assessed. They illustrate the relationship among technical standards, instructional time, and student success on the Technical Skills Assessment. This blueprint corresponds with the technical standards endorsed on May 25, 2022.

