# STATE OF WYOMING
## BUSINESS CLUSTER and BUSINESS TECHNOLOGY & OPERATIONS PATHWAY COMPETENCIES

## Business Cluster

*Cluster Level Core Competencies & Objectives*

**COMPETENCY**

**BUS1**      **Apply Effective Workplace Communication skills**

**OBJECTIVES**

BUS1-1      Utilize effective nonverbal and verbal skills to communicate with co-workers and clients/participants

BUS1-2      Locate, organize and reference information from various sources

BUS1-3      Use correct grammar, punctuation and terminology to write and edit documents

BUS1-4      Identify and utilize the appropriate method of communication given the context

**COMPETENCY**

**BUS2**      **Develop Employability and Career skills**

**OBJECTIVES**

BUS2-1      Identify training, education, and certification required to prepare for employment in a particular career field

BUS2-2      Assess personal abilities and interests to help with career planning

BUS2-3      Identify and demonstrate positive work behaviors and personal qualities needed to be employable (time management, productivity, consistency, initiative, teamwork, confidentiality, customer/employee relations)

BUS2-4      Identify conflict resolution strategies to enhance productivity and improve workplace relations

BUS2-5      Assume shared responsibility for collaborative work

BUS2-6      Identify and apply effective team skills (setting goals, listening, following directions, questions and dividing work) and evaluate their importance in the workplace

BUS2-7      Analyze the impact of interpersonal skills in the workplace

**COMPETENCY**

**BUS3**      **Apply Problem solving and Critical Thinking skills**

**OBJECTIVES**

BUS3-1      Use critical thinking skills (i.e. analyze reliable/unreliable sources of information, use previous experiences, implement crisis management, and develop contingency planning) to determine best options/outcomes

BUS3-2      Interpret, analyze, and synthesize information for use in the decision making process and problem solving (e.g., newspapers, case studies, and career journals)

**COMPETENCY**
**BUS4**          **Develop an Awareness of Ethical Issues**

**OBJECTIVES**
BUS4-1      Demonstrate knowledge of business/personal code of ethics
BUS4-2      Define ethical responsibility
BUS4-3      Apply concepts of ethical decision-making


**COMPETENCY**
**BUS5**          **Develop Technological Literacy**

**OBJECTIVES**
BUS5-1      Select and use appropriate technology to collect, analyze, and present information (e.g. file extension compatibility, etc.)
BUS5-2      Use and apply technology skills regularly to prepare content assignments, solve problems, and generate authentic projects
BUS5-3      Demonstrate awareness of ethical use, security procedures and privacy settings related to managing online reputation and it's impact, including the use of internet connected devices


**COMPETENCY**
**BUS6**          **Identify Safety and Environmental Issues**

**OBJECTIVES**
BUS6-1      Identify training, education, and certification required to prepare for employment in a particular career field
BUS6-2      Complete work tasks in accordance with employee rights and responsibilities and employers obligations to maintain workplace safety and health.  Example: ergonomics
BUS6-3      Identify environmental issues in the workplace (e.g. green technology, paperless society)

**Business Cluster**

# BUSINESS TECHNOLOGY & OPERATIONS PATHWAY

*Pathway Core Competencies & Objectives*

COMPETENCY
**BTO1        Demonstrate technological proficiency with computers and internet**

OBJECTIVES
BTO1-1    Identify the functions of computers, hardware, software, and peripheral devices
BTO1-2    Assess and interpret internet information for content validity
BTO1-3    Identify emerging internet trends (e.g. web applications, social networking, online learning)
BTO1-4    Identify the importance of electronic document security
BTO1-5    Identify and utilize electronic communications (first-class, outlook internal instant messaging, Skype, messenger, etc.)
BTO1-6    Apply proper electronic communications etiquette

COMPETENCY
**BTO2        Demonstrate technological proficiency with word processing software**

OBJECTIVES
BTO2-1    Create, edit, and format documents efficiently
BTO2-2    Apply visual content to enhance documents
BTO2-3    Create forms and tables for efficient data display
BTO2-4    Generate form letters, mailing labels, and envelops using Mail Merge
BTO2-5    Integrate data between documents and/or applications

COMPETENCY
**BTO3        Demonstrate technological proficiency with spreadsheet software**

OBJECTIVES
BTO3-1    Create, edit, and format spreadsheets
BTO3-2    Utilize formulas and functions
BTO3-3    Analyze data to create, format, and modify charts
BTO3-4    Analyze and interpret spreadsheet information
BTO3-5    Integrate data between documents and/or applications

**COMPETENCY**

**BTO4**      **Demonstrate technological proficiency with database software**

    **OBJECTIVES**

BTO4-1      Create, edit, and update databases

BTO4-2      Manipulate queries and filter databases

BTO4-3      Create reports and forms for efficient data display

BTO4-5      Integrate data between documents and/or applications

**COMPETENCY**

**BTO5**      **Demonstrate technological proficiency with presentation software**

    **OBJECTIVES**

BTO5-1      Understand and apply the principals needed to create, edit, and format effective presentations

BTO5-2      Enhance a presentation by using software applications (e.g. transitions, animations, timing, audio/video, comments, etc.)

BTO5-3      Deliver a presentation to an audience

**COMPETENCY**

**BTO6**      **Demonstrate an understanding of administrative support skills and appropriate applications**

    **OBJECTIVES**

BTO6-1      Develop proficient keyboarding skills (note: accuracy percentages and words per minute varies by program)

BTO6-2      Understand and apply best practices in manual and/or electronic file management

BTO6-3[1]      Student will complete MOS certification

**COMPETENCY**

**BTO7[2]**      **Demonstrate technological proficiency with desktop publishing**

    **OBJECTIVES**

BTO7-1      Create, edit, and format publications

BTO7-2      Enhance a publication with advanced features (templates, themes, image manipulation, styles, etc.)

BTO7-3      Integrate data between documents and/or applications

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[1] Not all schools offer this objective.

[2] Not all schools offer this competency and subsequent objectives.