

# Foundations of Business Administration (7.083) (2022)

Adopted 2022

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### **MS-BMF-FBA-1. Demonstrate employability skills required by business and industry.** MS-BMF-FBA-1

1. Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities. MS-BMF-FBA-1.1
2. Demonstrate creativity by asking challenging questions and applying innovative procedures and methods. MS-BMF-FBA-1.2
3. Exhibit critical thinking and problem-solving skills to locate, analyze and apply information in career planning and employment situations. MS-BMF-FBA-1.3
4. Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity. MS-BMF-FBA-1.4
5. Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills. MS-BMF-FBA-1.5
6. Present a professional image through appearance, behavior and language. MS-BMF-FBA-1.6

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### **MS-BMF-FBA-2. Demonstrate functional understanding of technology concepts, systems, and their interactivity.** MS-BMF-FBA-2

1. Trace the evolution of the computer to differentiate among the types of computers, computer systems and their purposes. MS-BMF-FBA-2.1
2. Distinguish between the different types, uses, and purposes for computer memory, data storage, operating systems, application software, Internet and related applications. MS-BMF-FBA-2.2
3. Apply concepts of file management to organize and manage files and folders; including backing up files 2.4 Critique a variety of current and emerging technologies used by society and its potential impact on a business. MS-BMF-FBA-2.3

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**MS-BMF-FBA-3. Integrate technology in a social, legal, ethical, and safe manner to become lifelong digital citizens.** MS-BMF-FBA-3

1. Differentiate between appropriate technology uses in various environments, such as school, home, and work. MS-BMF-FBA-3.1
2. Discuss and explain responsible uses of technology and the consequences for choosing to participate in illegal activities such as plagiarism, piracy and violation of copyright/fair use. MS-BMF-FBA-3.2
3. Identify the characteristics and consequences of cyberbullying. MS-BMF-FBA-3.3
4. Demonstrate digital netiquette. MS-BMF-FBA-3.4
5. Investigate the risks and practice safe, legal, ethical, and responsible use of technology and the Internet. MS-BMF-FBA-3.5
6. Create strong passwords, learn strategies to avoid scams and schemes, and analyze privacy policies. MS-BMF-FBA-3.6
7. Recognize and explain the need for protecting privacy in order to preserve an online digital footprint. MS-BMF-FBA-3.7
8. Investigate the risks of improper use of technology as it relates to the health and wellness of the user (ergonomics, proper posture, etc.). MS-BMF-FBA-3.8

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**MS-BMF-FBA-4. Use integrated software as a tool to enhance learning and creativity and to increase productivity in developing projects.** MS-BMF-FBA-4

1. Demonstrate effective keyboarding techniques to improve proficiency. MS-BMF-FBA-4.1
2. Demonstrate and explain ways to save, organize, and share files between desktop, network, and cloud resources. MS-BMF-FBA-4.2
3. Use basic functions of word processing software to compose, design, edit, and print business professional documents. MS-BMF-FBA-4.3
4. Use basic functions of presentation software to design a business professional presentation. MS-BMF-FBA-4.4
5. Use basic functions of desktop publishing software to create publications using various layouts (business cards, business flyers, company brochures, industry newsletters, etc.) 4.6 Use basic functions of spreadsheet software to collect, organize, and present data. MS-BMF-FBA-4.5
7. Integrate data between word processing, spreadsheet, presentation, and internet applications. MS-BMF-FBA-4.7

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**MS-BMF-FBA-5. Apply concepts of effective business communications to relationships as well as documents and correspondence.** MS-BMF-FBA-5

1. Identify and create personal and business correspondence which displays clarity, professionalism, relevancy, and confidentiality. MS-BMF-FBA-5.1
2. Compose written correspondence, such as business letters, memos, and electronic mail, using appropriate business professional formats. MS-BMF-FBA-5.2
3. Practice and exhibit active listening techniques. MS-BMF-FBA-5.3
4. Demonstrate the concepts of collaboration with peers as they relate to successful communication, both personally and professionally. MS-BMF-FBA-5.4
5. Display appropriate and professional techniques in public speaking as well as in written and nonverbal communications. MS-BMF-FBA-5.5

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**MS-BMF-FBA-6. Apply concepts of creating a positive business image and front office environment to serve potential customers.** MS-BMF-FBA-6

1. Explain how businesses compete in the marketplace and project positive customer experiences. MS-BMF-FBA-6.1
2. Demonstrate proper telephone etiquette, interpersonal communications, front-office conversation techniques, and related functions to create a positive first impression. MS-BMF-FBA-6.2
3. Distinguish between the various market and promotional niches companies create to separate their brand from competitors. MS-BMF-FBA-6.3
4. Identify effective use of materials in marketing a product or service. MS-BMF-FBA-6.4

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**MS-BMF-FBA-7. Examine how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, and competitive events.** [MS-BMF-FBA-7](#)

1. Research the history of Future Business Leaders of America (FBLA). [MS-BMF-FBA-7.1](#)
2. Discuss the mission, purpose, motto, colors, official dress, and other distinguishing characteristics of FBLA. [MS-BMF-FBA-7.2](#)
3. Explain how participation in FBLA can promote lifelong responsibility for community service, professional growth, and development. [MS-BMF-FBA-7.3](#)
4. Create a personal leadership plan to participate in programs, conferences, community service, and competitive events on the local, state, and national level that align with the competencies, skills, and knowledge of this course. [MS-BMF-FBA-7.4](#)