

BUSINESS COMMUNICATION (BC 10)

BC.10.1 BUSINESS COMMUNICATION STANDARDS

BC.10.1.1 Identify characteristics of effective business documents and communications

BC.10.1.2 Compose effective business documents and communications

BC.10.1.3 edit, revise, and proofread to produce well organized and grammatically correct business documents and communications

BC.10.1.4 Collaborate with peers to develop and enhance business communications and improving productivity

BC.10.1.5 Use presentation skills when communicating business-related information for specific purposes and audiences"

BC.10.2 ELECTRONIC AND NON-ELECTRONIC BUSINESS COMMUNICATION

BC.10.2.1 describe the tools used to communicate electronically in business

BC.10.2.2 demonstrate effective use of e-mail software

BC.10.2.3 Use etiquette appropriate to the audience and purpose when communicating electronically

BC.10.2.4 Understand what are purposes of meetings and how to arrange them

BC.10.3. LEGAL, SOCIAL AND ETHICAL COMMUNICATION ISSUES

BC.10.3.1 Describe legal issues related to ICT

BC.10.3.2 Analyze ethical issues related to ICT

BC.10.3.3 Describe privacy and security issues related to ICT

BC.10.3.4 Describe the impact of access and equity issues relating to ICT technology

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Grade 10^e A.H.P

Guidelines and Standards for Business



BUSINESS FUNDAMENTALS (BF 10)

BF.10.1 NATURE OF BUSINESS

BF.10.1.1 Understand what business activity involves

BF.10.1.2 Identify inputs, outputs and processes of a business

BF.10.1.3 Understand the difference between goods and services, and between durable and non-durable goods, consumer goods and capital goods.

BF.10.1.4 Identify and explain the main business functions (Marketing, HR, Finance, Operations)

BF.10.2. TYPES OF ORGANIZATION

BF.10.2.1 Distinguish between organizations in the private sector and the public sector, applying these distinctions to your own country

BF.10.2.2 Distinguish between different types of profit-based organizations: sole traders, partnerships and companies

BF.10.2.3 Evaluate the most appropriate form of legal organization for different businesses

BF.10.2.4 Compare and contrast the objectives of non-profit and non-governmental organizations

BF.10.2.5 Analyze the impact of the actions of non-profit and non-governmental organizations

BF.10.2.6 Explain the nature of public-private partnerships, analyzing the costs and benefits of co-operation between the public and private sectors

BF.10.3. STAKEHOLDERS

BF.10.3.1 Explain what is meant by 'stakeholder' and what is meant by 'shareholder'

BF.10.3.2 Differentiate between internal and external stakeholders

BF.10.3.3 Analyze and comment on business responsibilities to stakeholders

BF.10.3.4 Discuss possible areas of conflict between stakeholders

BF.10.3.5 Evaluate ways in which conflicting stakeholder objectives might be recognized and responded to by business

BF.10.3.6 Creating share value



BUSINESS ORGANIZATION (BO 10)

BF.10.4. EXTERNAL ENVIRONMENT

BF.10.4.1. Explain different changes in the external environment that firms operate in (Political, Economical, Social, Technological)

BF.10.4.2 Understand some political and economical situations (Instability, the sanctity of the law, inflation, currency exchange)

BF.10.4.3 Understand some social and technological situations (poverty, labor demand, environmental demands, technological change rate, depreciation)

BF.10.4.4 Prepare a PEST analysis for a given situation

BF.10.4.5 Use PEST analysis to examine the impact of the external environment on a firm

BF.10.4.6. Evaluate the impact on a firm's objectives and strategy of a change in any of the PEST factors

BO.10.1 ORGANISATIONAL OBJECTIVES

BO.10.1.1 Explain the importance of setting objectives in managing an organization

BO.10.1.2 Explain the purpose of mission statements and vision statements

BO.10.1.3 Distinguish between objectives, strategies and tactics and discuss how these interrelate

BO.10.1.4 Examine the reasons why organizations set ethical objectives and analyze the advantages and disadvantages of ethical objectives

BO.10.1.5 Explain the different views that firms may take of their social responsibility

BO.10.1.6 Discuss why a firm's view of its social responsibilities and strategies towards them may change over time

BO.10.2. ORGANIZATIONAL PLANNING TOOLS

BO.10.2.1 Analyze the importance of business plans to stakeholders

BO.10.2.2 Apply a formal decision-making framework to a business situation

BO.10.2.3 Prepare a SWOT analysis for a business situation

BO.10.2.4 Analyze an organization's position using a SWOT analysis

BO.10.2.5 Compare and contrast scientific and intuitive decision-making processes

BO.10.2.6 Construct and interpret decision trees and evaluate this technique

BO.10.3. GROWTH AND EVOLUTION

BO.10.3.1 Analyze the main types of economies and diseconomies of scale and apply these concepts to business decisions

BO.10.3.2 Evaluate the relative merits of small versus large organizations

BO.10.3.3 Recommend an appropriate scale of operation

BO.10.3.4 Explain the difference between internal and external growth

BO.10.3.5 Evaluate joint ventures, strategic alliances, mergers and takeovers

BO.10.3.6 Analyze the advantages and disadvantages of franchising and evaluate it as a growth strategy

BO.10.4. MANAGEMENT OF CHANGE

BF.10.4.1 Explain the external causes of change

BF.10.4.2 Explain the internal causes of change

BF.10.4.3 Explain the factors causing resistant to change

BF.10.4.4 Evaluate key stages in successful change management

BF.10.4.5 Examine the relative importance of driving forces and restraining forces

BF.10.4.6 Propose processes for promoting change

ACCOUNTING AC10 (AC 10)

AC.10.1 ACCOUNTING PRINCIPLES AND NORM

AC.10.1.1 Understand the importance of accountable information

AC.10.1.2 Explore the international accounting principles (NIC and NIFF)

AC.10.1.3 Norm and ethics of public accountants

AC.10.1.4 Familiarization Peachtree practice

AC.10.2 BALANCE SHEETS (ASSETS)

AC.10.2.1 Explaining the Fundamental Equation and understanding the concept of assets

AC.10.2.2 Understanding the forms of current assets

AC.10.2.3 Understanding the forms of long-term assets

AC.10.2.4 Peachtree practice on assets

AC.10.3. BALANCE SHEETS (LIABILITIES)

AC.10.3.1 Understanding the concept of liabilities

AC.10.3.2 Understanding the forms of current liabilities

AC.10.3.3 Understanding the forms of long-term liabilities

AC.10.3.4 Peachtree practice on liabilities

AC.10.3. BALANCE SHEETS (EQUITY)

AC.10.4.1 Understanding the concept of equity

AC.10.4.2 Understanding common stocks equity

AC.10.4.3 Understanding retained earnings equity

AC.10.4.4 Peachtree practice on equity