

STATE OF WYOMING
BUSINESS ASSESSMENT BLUEPRINTS
BUSINESS TECHNOLOGY & OPERATIONS PATHWAY



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Business Technology and Operations Assessment Blueprint: SUMMARY

DESCRIPTION			% of Assessment
Business Cluster Level: 30% of Assessment	BUS1	Apply Effective Workplace Communication skills	30%
	BUS2	Develop Employability and Career skills	20%
	BUS3	Apply Problem solving and Critical Thinking skills	25%
	BUS4	Develop an Awareness of Ethical Issues	20%
	BUS5	Develop Technological Literacy	0%
	BUS6	Identify Safety and Environmental Issues	5%
Business Technology and Operations Pathway Level: 70% of Assessment	BTO1	Demonstrate technological proficiency with computers and internet	15%
	BTO2	Demonstrate technological proficiency with word processing software	30%
	BTO3	Demonstrate technological proficiency with spreadsheet software	25%
	BTO4	Demonstrate technological proficiency with database software	5%
	BTO5	Demonstrate technological proficiency with presentation software	15%
	BTO6	Understand and apply administrative support skills	10%
	BTO7 ¹	Demonstrate technological proficiency with desktop publishing	0%

¹ Not all schools offer this competency and subsequent objectives.

Green competencies = Essential
 Yellow competencies = Space permitting
 Red competencies = Not necessary on assessment

Business Technology and Operations Assessment Blueprint: DETAIL

DESCRIPTION		Additional Notes on Assessment Items	% of Assessment (Cluster or Pathway)
Business Cluster Level: 30% of Assessment	BUS1	Apply Effective Workplace Communication skills	30%
	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.	
	BUS2	Develop Employability and Career skills	20%
	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.	
	BUS3	Apply Problem solving and Critical Thinking skills	25%
	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).		

		DESCRIPTION	Additional Notes on Assessment Items	% of Assessment (Cluster or Pathway)
Business Cluster Level: 30% of Assessment	BUS4	Develop an Awareness of Ethical Issues		20%
	BUS4-1	Demonstrate knowledge of business/personal code of ethics.		
	BUS4-2	Define ethical responsibility.		
	BUS4-3	Apply concepts of ethical decision-making.		
	BUS5	Develop Technological Literacy		0%
	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.		
	BUS6	Identify Safety and Environmental Issues		5%
	BUS2-1	Identify training, education, and certification required to prepare for employment in a particular career field.		
BUS6-1	Complete work tasks in accordance with employee rights and responsibilities and employers obligations to maintain workplace safety and health. Example: ergonomics.			
BUS6-2	Identify environmental issues in the workplace (e.g. green technology, paperless society).			
Business Technology and Operations Pathway Level: 70% of Assessment	BTO1	Demonstrate technological proficiency with computers and internet		15%
	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, Scype, messenger, etc.).		
	BTO1-6	Apply proper electronic communications etiquette.		
	BTO2	Demonstrate technological proficiency with word processing software		30%
	BTO2-1	Create, edit, and format documents efficiently.		
	BTO2-2	Apply visual content to enhance document		
	BTO2-3	Create forms and tables for efficient data display.		
BTO2-4	Generate form letters, mailing labels, and envelopes using Mail Merge.			
BTO2-5	Integrate data between documents and/or applications.			

DESCRIPTION		Additional Notes on Assessment Items	% of Assessment (Cluster or Pathway)
Business Technology and Operations Pathway Level: 70% of Assessment	BTO3	Demonstrate technological proficiency with spreadsheet software	25%
	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.	
	BTO4	Demonstrate technological proficiency with database software	5%
	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.	
	BTO5	Demonstrate technological proficiency with presentation software	15%
	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.	
	BTO6	Demonstrate an understanding of administrative support skills and appropriate applications	10%
	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 ²	Student will complete MOS certification	
	BTO7³	Demonstrate technological proficiency with desktop publishing	0%
	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.		

² Not all schools offer this objective.

³ Not all schools offer this competency and subsequent objectives.