

Office Management	
Items	Standard
	2) CONTENT STANDARD 2.0: UTILIZE STANDARD OFFICE SOFTWARE APPLICATIONS
17	1) Performance Standard 2.1: Demonstrate Proficiency in Word Processing
11	2) Performance Standard 2.2: Demonstrate Proficiency in Spreadsheet Applications
6	3) Performance Standard 2.3: Demonstrate Proficiency in Database Applications
5	4) Performance Standard 2.4: Demonstrate Proficiency in Presentation Software
6	5) Performance Standard 2.5: Demonstrate Proficiency in Technology Media
	3) CONTENT STANDARD 3.0: UNDERSTAND ACCOUNTING FUNCTIONS
5	1) Performance Standard 3.1: Perform Accounting Functions to Classify, Record, and Summarize Data to Produce Needed Financial Information
3	2) Performance Standard 3.2: Perform Accounts Payable and Accounts Receivable Functions to Record Payments and Disbursements
1	3) Performance Standard 3.3: Select, Utilize, and Maintain Appropriate Software
4	4) Performance Standard 3.4: Complete Payroll Procedures to Calculate, Record, and Distribute Payroll Earnings
	4) CONTENT STANDARD 4.0: UNDERSTAND ETHICAL AND LEGAL ISSUES THAT IMPACT BUSINESS
8	1) Performance Standard 4.1: Understand Ethics in Business
2	2) Performance Standard 4.2: Understand the Role of Law in Business
	5) CONTENT STANDARD 5.0: UNDERSTAND THE IMPORTANCE OF POSITIVE CUSTOMER RELATIONS
5	1) Performance Standard 5.1: Foster Positive Relationships with Customers to Enhance Company Image
4	2) Performance Standard 5.2: Resolve Conflicts with/for Customers to Encourage Repeat Business
	6) CONTENT STANDARD 6.0: UNDERSTAND THE ROLE OF HUMAN RESOURCES
2	1) Performance Standard 6.1: Explain the Role of Human Resources in Business Operations
3	2) Performance Standard 6.2: Understand the Hiring and Termination Process
4	3) Performance Standard 6.3: Evaluate Practices to Manage Staff and Resolve Employee Issues
	7) CONTENT STANDARD 7.0: UNDERSTAND BUSINESS AND OFFICE OPERATIONS AND EXPLORE CAREERS
5	1) Performance Standard 7.1: Manage Daily Office Functions for a Business
2	2) Performance Standard 7.2: Understand How Businesses are Organized
7	3) Performance Standard 7.3: Understand Proper use of Office Tools and Equipment
100	Total Correlations