

Business Management and Administration: Business Information Management Knowledge and Skill Statements with Suggested Performance Indicators

Demonstrate knowledge of and adherence laws and regulations affecting business operations and transactions **FA-BMA-BIM01**

- A** Demonstrate understanding of business contracts to establish business relationships, including the issuance, suspension, and termination of contracts **FA-BMA-BIM01.A**
- B** Explain how laws and regulations are used to establish effective business practices **FA-BMA-BIM01.B**
- C** Demonstrate knowledge of laws and regulations used to establish effective, customized, and business-appropriate practices and guidelines **FA-BMA-BIM01.C**

Demonstrate understanding of financial resources to plan for, monitor, manage, and maintain a business' financial well-being **FA-BMA-BIM02**

- A** Describe and use cost accounting methods to guide business decisions pertaining to quality and to calculate costs **FA-BMA-BIM02.A**
- B** Explain the reasons to integrate risk management into business operations **FA-BMA-BIM02.B**
- C** Explain the purpose of internal accounting control procedures **FA-BMA-BIM02.C**
- D** Use, integrate, and maintain internal accounting control procedures for a business **FA-BMA-BIM02.D**

Demonstrate ability to access, evaluate and disseminate information for business decision making **FA-BMA-BIM03**

- A** Explain issues involved in designing systems for different environments **FA-BMA-BIM03.A**
- B** Demonstrate the ability to use database software to create databases that facilitate business decision-making **FA-BMA-BIM03.B**
- C** Create a database to meet business requirements **FA-BMA-BIM03.C**

D Demonstrate data entry techniques to accurately and efficiently enter, edit, and extract information from databases FA-BMA-BIM03.D

E Demonstrate the use of a computer's operating system to execute basic work responsibilities (e.g., moving and sharing files, creating directories) FA-BMA-BIM03.E

Demonstrate the ability to plan, monitor and manage day-to-day business activities to sustain continued business functioning FA-BMA-BIM04

A Demonstrate the use of project management processes to plan, implement, and maintain a business project FA-BMA-BIM04.A

B Describe strategies for managing project teams and business projects to minimize errors and produce products on time and within budget FA-BMA-BIM04.B

C Develop requirements and solutions to improve business processes, performance, or people FA-BMA-BIM04.C

D Describer quality-control processes to minimize errors and to improve processes FA-BMA-BIM04.D

E Develop plans to promote continuous-improvement and quality achievement FA-BMA-BIM04.E

Demonstrate the ability to plan, organize and manage an organization/department to achieve business goals FA-BMA-BIM05

A Describe strategies for coordinating information management and business management to aid in business planning FA-BMA-BIM05.A

B Explain the strategic role of information systems/information communication technology within an organization FA-BMA-BIM05.B

C Establish the needed maintenance system and appropriate scheduling for office equipment/technology and peripherals FA-BMA-BIM05.C

D Develop inventory and maintenance procedures for supplies FA-BMA-BIM05.D
