

**STATE OF WYOMING**  
**BUSINESS ASSESSMENT BLUEPRINTS**  
**BUSINESS TECHNOLOGY & OPERATIONS PATHWAY**



## TABLE OF CONTENTS

Business Technology and Operations Assessment Blueprint: SUMMARY ..... PG. 3

Business Technology and Operations Assessment Blueprint: DETAIL..... PG. 4

## 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 <sup>1</sup>	Demonstrate technological proficiency with desktop publishing	0%

---

<sup>1</sup> 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	<b>BUS1</b>	<b>Apply Effective Workplace Communication skills</b>	<b>30%</b>
	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.	
	<b>BUS2</b>	<b>Develop Employability and Career skills</b>	<b>20%</b>
	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.	
	<b>BUS3</b>	<b>Apply Problem solving and Critical Thinking skills</b>	<b>25%</b>
	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	<b>BUS4</b>	<b>Develop an Awareness of Ethical Issues</b>		<b>20%</b>
	BUS4-1	Demonstrate knowledge of business/personal code of ethics.		
	BUS4-2	Define ethical responsibility.		
	BUS4-3	Apply concepts of ethical decision-making.		
	<b>BUS5</b>	<b>Develop Technological Literacy</b>		<b>0%</b>
	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.		
	<b>BUS6</b>	<b>Identify Safety and Environmental Issues</b>		<b>5%</b>
	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	<b>BTO1</b>	<b>Demonstrate technological proficiency with computers and internet</b>		<b>15%</b>
	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.		
	<b>BTO2</b>	<b>Demonstrate technological proficiency with word processing software</b>		<b>30%</b>
	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	<b>BTO3</b>	<b>Demonstrate technological proficiency with spreadsheet software</b>	<b>25%</b>
	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.	
	<b>BTO4</b>	<b>Demonstrate technological proficiency with database software</b>	<b>5%</b>
	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.	
	<b>BTO5</b>	<b>Demonstrate technological proficiency with presentation software</b>	<b>15%</b>
	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.	
	<b>BTO6</b>	<b>Demonstrate an understanding of administrative support skills and appropriate applications</b>	<b>10%</b>
	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 <sup>2</sup>	Student will complete MOS certification	
	<b>BTO7<sup>3</sup></b>	<b>Demonstrate technological proficiency with desktop publishing</b>	<b>0%</b>
	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.		

<sup>2</sup> Not all schools offer this objective.

<sup>3</sup> Not all schools offer this competency and subsequent objectives.