

Florida Department of Education  
Curriculum Framework

**Program Title:** Business Analysis Specialist  
**Career Cluster:** Business Management and Administration

**AS**

CIP Number	1530710200
Program Type	College Credit
Standard Length	60 credit hours
CTSO	Phi Beta Lambda, BPA
SOC Codes	13-1111 – Management Analysts
CTE Program Resources	<a href="http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml">http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml</a>

**Purpose**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as Management Analyst, Budget Analyst, Database Administrator, and Operations Research Analyst.

Business Management and Administration career cluster provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills, and knowledge of all aspects of the Business Management and Administration career cluster.

The content includes but is not limited to the principles, procedures, and theories of producing financial and market intelligence by querying databases and creating reports, and developing methods for identifying data trends existing in information sources.

**Additional Information** relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

**Program Structure**

This program is a planned sequence of instruction consisting of 60 credit hours.

## **Standards**

After successfully completing this program, the student will be able to perform the following:

- 01.0 Prepare and use financial information about business organizations to support decision making.
- 02.0 Manage business information using appropriate software.
- 03.0 Describe information systems and requirements analysis. This description should identify the project goal, data storage, movement, security, quality, usage, and functional requirements that should be met.
- 04.0 Demonstrate effective business communication and collaboration skills.
- 05.0 Describe how data is organized and examine the business intelligence process used in transforming data to useful information. Demonstrate skills in analyzing data using spreadsheet software applications.
- 06.0 Design and build business applications using database management systems.
- 07.0 Evaluate business and financial information to support internal decision making.
- 08.0 Describe the implications of professional values, ethics, and attitudes in business.
- 09.0 Demonstrate fundamental techniques and methods used in the analysis of computerized business activities, including consideration of information requirements, resources, and its impact on business decisions.

Florida Department of Education  
Student Performance Standards

Program Title: Business Analysis Specialist  
 CIP Number: 1530710200  
 Program Length: 60 credit hours  
 SOC Code(s): 13-1111

**Refer to Rule 6A-14.030 (4) F.A.C., for the minimum amount of general education coursework required in the Associate of Science (AS) degree. At the completion of this program, the student will be able to:**

01.0	Prepare and use financial information about business organizations to support decision making. The student will be able to:
01.01	Demonstrate knowledge of the accounting cycle (including chart of accounts, use of T accounts, journalizing business transactions, preparation of trial balance, adjusting entries, closing entries, and financial statement preparation (i.e., income statement, statement of retained earnings, cash flow statement, and balance sheet).
01.02	Demonstrate proficiency in cash control procedures (including bank deposits, electronic fund transfers, all credit and debit transactions, bank reconciliations, petty cash, and journal entries related to all relating banking activities).
01.03	Use source documents to prepare and analyze transactions (including invoices, cash receipts, sales slips, credit memos, vendor statements, purchase orders, and packing slips).
01.04	Describe internal control methods and fraud controls.
01.05	Apply judgment in the application of accounting principles in a global marketplace.
01.06	Analyze financial information to make informed business decisions.
01.07	Maintain knowledge of ever-evolving accounting regulations and standards.
02.0	Manage business information using appropriate software. The student will be able to:
02.01	Identify and use the appropriate software in a business environment.
02.02	Demonstrate proficiency in the use of word processing, spreadsheet, and other office software commonly used in business.
02.03	Utilize technology to access, research, analyze, and interpret business information.
02.04	Demonstrate proficiency in the use of accounting software to maintain accounting records and produce reports.
02.05	Understand the basics of Enterprise Resource Planning (ERP) and IT systems.

03.0	Describe information systems and requirements analysis. This description should identify the project goal, data storage, movement, security, quality, usage, and functional requirements. The student will be able to:
03.01	Describe the process, methods, measurements and systems that businesses use to view, analyze and understand information relevant to the history, current performance, and future projections for a business.
03.02	Define the goal of analysis in supporting managers to make more informed decisions through the accumulation and analysis of data.
03.03	Identify data requirements and parameters, including data sources and formats.
03.04	Acquire sample data to develop a report.
03.05	Create a sample report.
03.06	Describe how business analytics can be comprehensive, or can also focus on specific functions, such as corporate performance, sales analysis and financial analysis.
03.07	Describe the risks associated with business analysis regarding data validity and implications of making poor decisions based on the analysis provided.
04.0	Demonstrate effective business communication and collaboration skills. The student will be able to:
04.01	Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace.
04.02	Use interpersonal communication skills to facilitate effective interactions to work collaboratively.
04.03	Exhibit public relations skills that aid in achieving customer satisfaction.
04.04	Demonstrate effective teamwork skills.
04.05	Develop the ability to withstand conflict and resolve it when dealing with difficult people.
04.06	Discuss the need to use appropriate tone and professional demeanor in business communications, including e-mails, correspondence, conference calls, and conversation.
04.07	Compose business correspondence and related documents and demonstrate correct spelling, grammar, punctuation, and word choice.
04.08	Prepare, outline and deliver an effective oral presentation. Prepare and use visual material, including slide presentation software.
04.09	Research and interpret information retrieved from print and electronic resources.
04.10	Research and compose a document containing statistical information.
04.11	Demonstrate ability to communicate effectively with diverse populations.
05.0	Describe how data is organized and examine the business intelligence process used in transforming data to useful information. Demonstrate skills in analyzing data using spreadsheet software applications. The student will be able to:
05.01	Analyze a managerial decision to determine the practicality to support the decision with computer technology and determine best technology to use.
05.02	Work on a business analytics development project as a team.

05.03	Select, develop and deploy successful business intelligence systems to assist managers in decision making.
05.04	Describe how data analysis techniques can help managers make better decisions.
05.05	Describe appropriate applications of various data preparation and analysis techniques.
05.06	Describe strengths and weaknesses of various data mining tools and methods.
05.07	Demonstrate ability to use tools in solving data mining problems.
06.0	Design and build business applications using database management systems. The student will be able to:
06.01	Define file organization structures and data models.
06.02	Develop data model and database design.
06.03	Demonstrate how normalization optimizes table structures resulting from an investigation of a database, and identify how data is interrelated.
06.04	Write queries in SQL.
06.05	Identify the types of information corporations need in data mining, business analysis and reporting.
06.06	Identify relevance of pivot tables, macros, automation and integration of downloaded data.
06.07	Identify uses for reports and visual presentation of data, including forms, charts, graphs, wikis and other web applications.
07.0	Evaluate business and financial information to support internal decision making. The student will be able to:
07.01	Identify and apply fundamentals of managerial accounting.
07.02	Analyze data to evaluate alternatives in making short-run and capital budget decisions.
07.03	Calculate and use break-even analysis and other related topics to make unstructured business decisions.
07.04	Use various cost accounting systems for products/services.
07.05	Evaluate customer and product/service profitability.
07.06	Prepare business plans, budgets, and forecasts to support the management process.
07.07	Evaluate the performance of an organization, its processes, and people.
08.0	Describe the implications of professional values, ethics, and attitudes in business. The student will be able to:
08.01	Identify the appropriate use of employer property.

08.02	Describe the role of confidentiality in business.
08.03	Identify the importance of making decisions that are based on ethical reasoning and describe the personal and long term consequences of unethical choices in the workplace.
08.04	Use ethical reasoning and judgment and act in accordance with legal responsibilities.
08.05	Demonstrate conflict resolution skills.
08.06	Recognize different personality styles and how to interact effectively with them in the workplace.
08.07	Discuss how values and attitudes influence behavior.
09.0	Demonstrate fundamental techniques and methods used in the analysis of computerized business activities, including consideration of information requirements, resources, and its impact on business decisions. The student will be able to:
09.01	Describe data warehousing concepts and business applications.
09.02	Model business analysis using online analytical processing (OLAP), where data is interactively analyzed using multidimensional data from multiple perspectives.
09.03	Develop business reports using visualization and predictive analytics.
09.04	Describe data mining, text and web mining concepts and their business applications.
09.05	Describe data mining techniques, including: how it is used, benefits, and expectations. Identify business efforts affected by data mining and the types of benefits they experience (retail and consumer sales, marketing, fraud, health care applications, medical diagnostics, e-commerce, media, accounting, banking, credit, customer service).

## **Additional Information**

### **Laboratory Activities**

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

### **Career and Technical Student Organization (CTSO)**

Phi Beta Lambda and Business Professionals of America (BPA) are the intercurricular career and technical student organizations providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

### **Accommodations**

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

### **Additional Resources**

For additional information regarding articulation agreements, Bright Futures Scholarships, Fine Arts/Practical Arts Credit and Equivalent Mathematics and Equally Rigorous Science Courses please refer to:

<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml>.