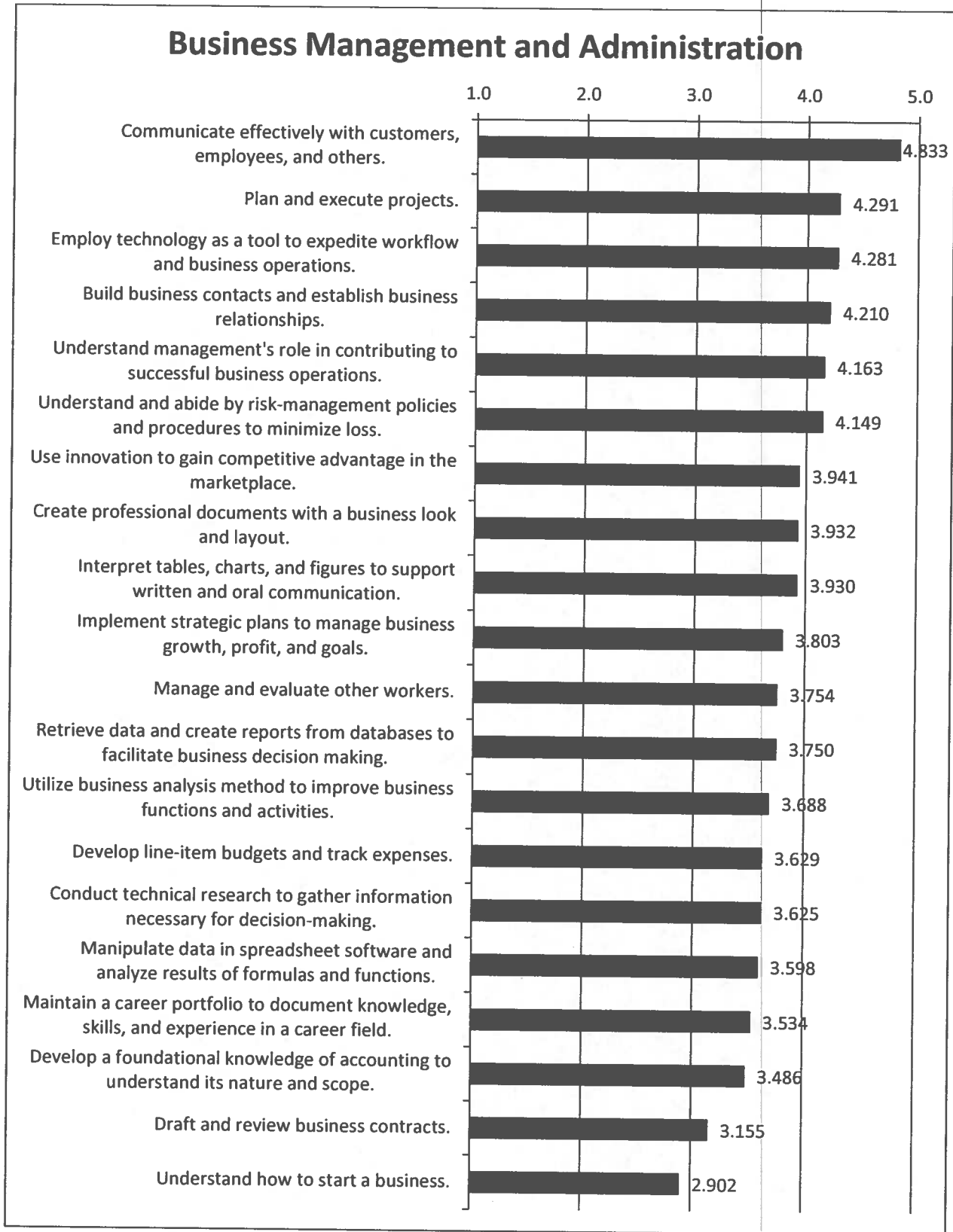


II. Business Management and Administration

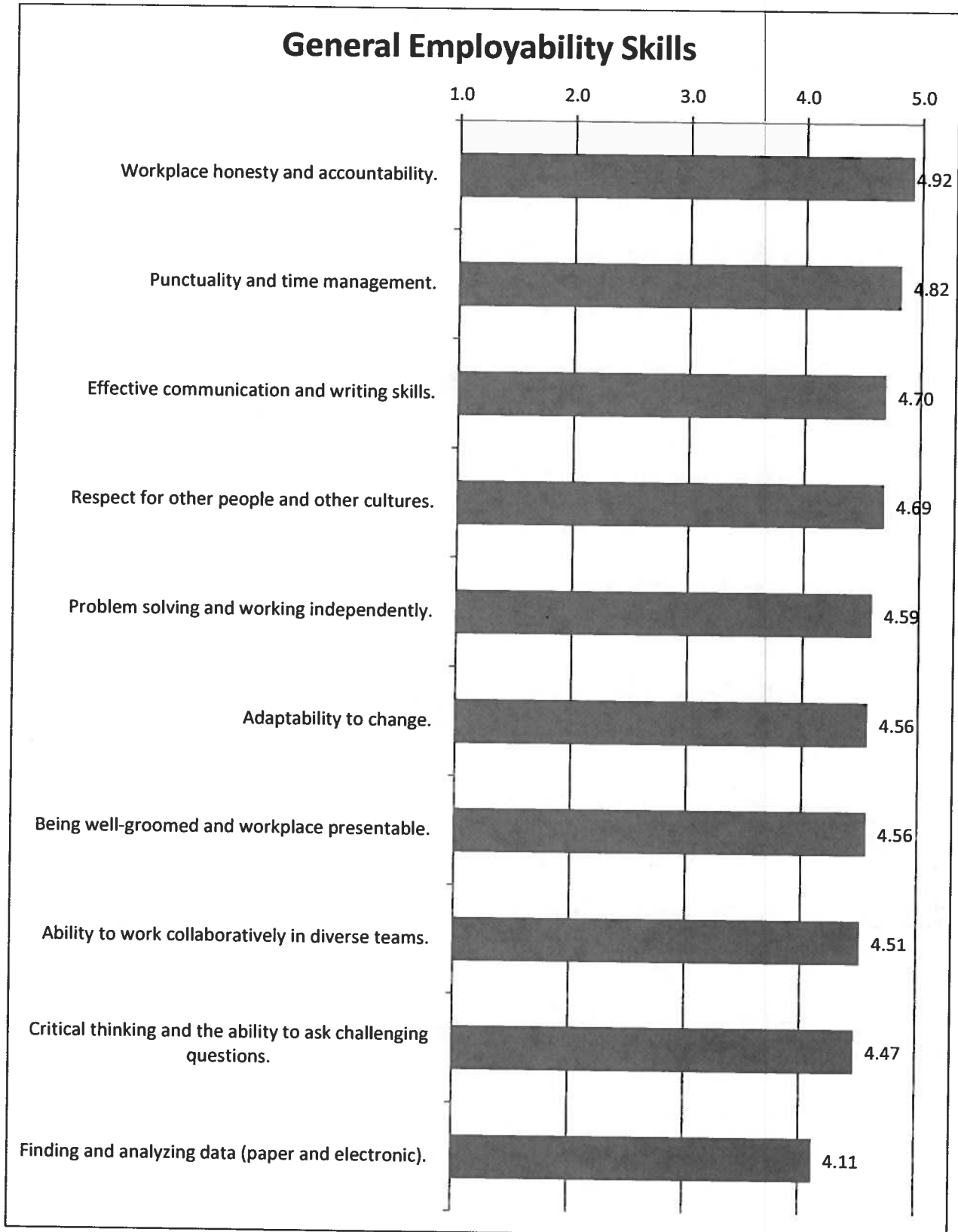


Business Management and Administration

Skill/Knowledge Set					Standard	Valid N
	Mean	Minimum	Maximum	Mode	Error of Mean	
Communicate effectively with customers, employees, and others.	4.833	1	5	5	.012	2013
Plan and execute projects.	4.291	1	5	5	.020	2017
Employ technology as a tool to expedite workflow and business operations.	4.281	1	5	5	.021	2021
Build business contacts and establish business relationships.	4.210	1	5	5	.023	2020
Understand management's role in contributing to successful business operations.	4.163	1	5	5	.021	2020
Understand and abide by risk-management policies and procedures to minimize loss.	4.149	1	5	5	.023	2014
Use innovation to gain competitive advantage in the marketplace.	3.941	1	5	5	.024	2016
Create professional documents with a business look and layout.	3.932	1	5	5	.025	2016
Interpret tables, charts, and figures to support written and oral communication.	3.930	1	5	4	.024	2017
Implement strategic plans to manage business growth, profit, and goals.	3.803	1	5	5	.026	2012
Manage and evaluate other workers.	3.754	1	5	4	.025	2020
Retrieve data and create reports from databases to facilitate business decision making.	3.750	1	5	4	.025	2021
Utilize business analysis method to improve business functions and activities.	3.688	1	5	4	.025	2007
Develop line-item budgets and track expenses.	3.629	1	5	4	.027	2015
Conduct technical research to gather information necessary for decision-making.	3.625	1	5	4	.025	2013
Manipulate data in spreadsheet software and analyze results of formulas and functions.	3.598	1	5	4	.026	2019
Maintain a career portfolio to document knowledge, skills, and experience in a career field.	3.534	1	5	4	.026	2021
Develop a foundational knowledge of accounting to understand its nature and scope.	3.486	1	5	4	.026	2014
Draft and review business contracts.	3.155	1	5	4	.028	2013
Understand how to start a business.	2.902	1	5	2	.029	2011

Suggested Additional Skills and Other Responses	Frequency
Building & strengthening relations (networking)	3
Other	3
Creativity	4
Work ethic	5
Commitment and professionalism	9
Clear communication	10
Personal responsibility / attitude	11
Leadership abilities & following directions	13
Effective and efficient	68

I. General Employability Skills



General Employability Skills

Skill/Knowledge Set	Mean	Minimum	Maximum	Mode	Standard Error of Mean	Valid N
Workplace honesty and accountability.	4.92	1	5	5	.009	2173
Punctuality and time management.	4.82	1	5	5	.011	2172
Effective communication and writing skills.	4.70	1	5	5	.014	2179
Respect for other people and other cultures.	4.69	1	5	5	.015	2169
Problem solving and working independently.	4.59	1	5	5	.015	2163
Adaptability to change.	4.56	1	5	5	.015	2179
Being well-groomed and workplace presentable.	4.56	1	5	5	.016	2178
Ability to work collaboratively in diverse teams.	4.51	1	5	5	.017	2180
Critical thinking and the ability to ask challenging questions.	4.47	1	5	5	.016	2172
Finding and analyzing data (paper and electronic).	4.11	1	5	5	.021	2175

Suggested Additional Skills and Other Responses	Frequency
Creativity	19
Ability to learn new skills or improve upon skills	22
Other	23
Leadership skills & ability to follow directions	44
Flexibility	55
Adhere to workplace ethics & rules (Being responsible)	99
Communication, Cooperation, Collaboration	120
Attitude (positive, take initiative, motivated, etc.)	121
Being effective and efficient	129
Competent in necessary skills	217