



AUBURN • CHARLTON • DUDLEY • NORTH BROOKFIELD • OXFORD • PAXTON
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Southern Worcester County Regional Vocational School District
BAY PATH REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
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Curriculum Coordinator

VBC.VBUS.2.B.02	B:Essentials of Business Technology	Demonstrate an understanding of business skills and practices.
VBC.VBUS.2.B.02.01	B:Essentials of Business Technology	Demonstrate filing procedures according to current industry standards.
VBC.VBUS.2.B.02.02	B:Essentials of Business Technology	Identify and plan various types of business meetings.
VBC.VBUS.2.B.02.03	B:Essentials of Business Technology	Describe and plan different types of business travel.
VBC.VBUS.2.B.02.04	B:Essentials of Business Technology	Describe and demonstrate effective time management skills.
VBC.VBUS.2.B.03	B:Essentials of Business Technology	Demonstrate an understanding for managing electronic files.
VBC.VBUS.2.B.03.04	B:Essentials of Business Technology	Conduct business meetings using various office and business technologies.
VBC.VBUS.2.B.03.05	B:Essentials of Business Technology	Describe and demonstrate resolutions to hardware and software issues.
VBC.VBUS.2.B.03.06	B:Essentials of Business Technology	Explain and utilize different computer technologies and platforms.
VBC.VBUS.2.B.03.07	B:Essentials of Business Technology	Utilize different types of mobile technologies and media devices.
VBC.VBUS.2.D.01	D:Essentials of Accounting Concepts and Practices	Analyze and complete the accounting cycle for a service business.
VBC.VBUS.2.D.01.01	D:Essentials of Accounting Concepts and Practices	Illustrate ways to prepare and create a chart of accounts.
VBC.VBUS.2.D.01.02	D:Essentials of Accounting Concepts and Practices	Classify business transactions into debits and credits.
VBC.VBUS.2.D.01.03	D:Essentials of Accounting Concepts and Practices	Analyze and record business transactions into a general journal.
VBC.VBUS.2.D.01.04	D:Essentials of Accounting Concepts and Practices	Illustrate ways to post information to a general ledger.
VBC.VBUS.2.D.01.05	D:Essentials of Accounting Concepts and Practices	Describe and demonstrate how to prove cash and make correcting entries.
VBC.VBUS.2.D.01.06	D:Essentials of Accounting Concepts and Practices	Analyze and record adjusting entries into a general journal.
VBC.VBUS.2.D.01.07	D:Essentials of Accounting Concepts and Practices	Describe and demonstrate how to complete an accounting worksheet.
VBC.VBUS.2.D.01.08	D:Essentials of Accounting Concepts and Practices	Differentiate between temporary and permanent accounts.
VBC.VBUS.2.D.01.09	D:Essentials of Accounting Concepts and Practices	Analyze and record closing entries into a general journal.
VBC.VBUS.2.D.01.10	D:Essentials of Accounting Concepts and Practices	Complete the accounting cycle and generate financial statements.
VBC.VBUS.2.D.02	D:Essentials of Accounting Concepts and Practices	Demonstrate an understanding of payroll concepts and applications.
VBC.VBUS.2.D.02.04	D:Essentials of Accounting Concepts and Practices	Distinguish between the various types of tax liabilities.
VBC.VBUS.2.E.01.02	E:Essentials of Financial Concepts and Practices	Identify the various types of financial institutions, accounts, and securities.
VBC.VBUS.2.E.01.07	E:Essentials of Financial Concepts and Practices	Explain the process of acquiring, managing, and extending credit.
VBC.VBUS.2.E.01.08	E:Essentials of Financial Concepts and Practices	Explain the purposes and circumstances for filing bankruptcy.
VBC.VBUS.2.E.02.03	E:Essentials of Financial Concepts and Practices	Describe and explain the function of the stock market.
VBC.VBUS.2.E.02.04	E:Essentials of Financial Concepts and Practices	Distinguish between the various methods of investment tracking.
VBC.VBUS.2.E.02.05	E:Essentials of Financial Concepts and Practices	Explain the purpose of an initial public stock offering.
VBC.VBUS.2.E.03	E:Essentials of Financial Concepts and Practices	Demonstrate an understanding of taxation concepts and applications.
VBC.VBUS.2.E.03.01	E:Essentials of Financial Concepts and Practices	Identify and explain the purpose for filing income tax returns.
VBC.VBUS.2.E.03.02	E:Essentials of Financial Concepts and Practices	Describe and analyze different types of income and expense items.
VBC.VBUS.2.E.03.03	E:Essentials of Financial Concepts and Practices	Differentiate between the various types of filing status classifications.
VBC.VBUS.2.E.03.04	E:Essentials of Financial Concepts and Practices	Differentiate between standard deductions and itemized deductions.
VBC.VBUS.2.E.03.05	E:Essentials of Financial Concepts and Practices	Differentiate between deductions and credits on an income tax return.
VBC.VBUS.2.H.01	H:Essentials of Database Administration	Create, edit, format, and print information in a database.
VBC.VBUS.2.H.01.01	H:Essentials of Database Administration	Create, edit, format and tables.
VBC.VBUS.2.H.01.02	H:Essentials of Database Administration	Enter, manipulate, and delete information in datasheet and design view.
VBC.VBUS.2.I.01.05	I:Essentials of Spreadsheet Development	Apply conditional formatting to data in a spreadsheet.
VBC.VBUS.2.I.01.06	I:Essentials of Spreadsheet Development	Demonstrate how to link information on a spreadsheet.
VBC.VBUS.2.I.01.07	I:Essentials of Spreadsheet Development	Differentiate between the various ways to print a spreadsheet.
VBC.VBUS.2.I.02	I:Essentials of Spreadsheet Development	Insert elements and other items into a spreadsheet.
VBC.VBUS.2.I.02.01	I:Essentials of Spreadsheet Development	Create, insert and format graphics and pictures in a spreadsheet.
VBC.VBUS.2.I.02.02	I:Essentials of Spreadsheet Development	Create, insert and format a chart and a pivot table in a spreadsheet.
VBC.VBUS.2.J.01.06	J:Essentials of Document Processing	Describe and demonstrate the use of page breaks and section breaks.
VBC.VBUS.2.J.01.07	J:Essentials of Document Processing	Apply and edit headers, footers and page numbering in a document.
VBC.VBUS.2.J.01.08	J:Essentials of Document Processing	Describe and demonstrate the use of tabs and setting tab stops.
VBC.VBUS.2.J.01.09	J:Essentials of Document Processing	Create, save and utilize a document template.
VBC.VBUS.2.J.01.10	J:Essentials of Document Processing	Differentiate between the various ways to print a document.
VBC.VBUS.2.J.02	J:Essentials of Document Processing	Insert elements into a document.
VBC.VBUS.2.J.02.01	J:Essentials of Document Processing	Create, edit and format a table and information in a table.
VBC.VBUS.2.J.02.02	J:Essentials of Document Processing	Illustrate ways to enter, edit and sort information in a table.
VBC.VBUS.2.K.02.03	K:Essentials of Presentation Management	Insert internal and external links.
VBC.VBUS.2.K.03	K:Essentials of Presentation Management	Utilize advanced presentation management features.
VBC.VBUS.2.K.03.01	K:Essentials of Presentation Management	Utilize the comments feature to review and collaborate on a presentation.
VBC.VBUS.2.K.03.02	K:Essentials of Presentation Management	Apply animation and slide transition tools on a presentation.