

Career & Technical Education (CTE) Standards Revision Project

Cluster: Management and Administration

Pathways: Administrative Services, Business Information Technology, Corporate/General Management, Human Resource Management, Operations Management

Management and Administration Cluster Overview

The Management and Administration Cluster prepares learners for careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Career opportunities are available in every sector of the economy and require specific skills in organization, time management, customer service and communication.

Laurie Urich, Program Director, Business and Marketing Education

Linda Harrison, Project Coordinator
Diane Szymanski, Project Assistant

Participation in this review and update included secondary business and marketing teachers and secondary language arts and math teachers.

Updated June 2010

Standards (Foundation) Knowledge and Skills

Career Cluster/Cluster Grouping:	Management and Administration
Pathway(s):	<ul style="list-style-type: none"> • Administrative Services • Business Information Technology • Corporate/General Management • Human Resource Management • Operations Management
Prepared Completer Competencies: <ul style="list-style-type: none"> • MAC01.01 Academic Foundations: Solve mathematical problems and use the information to make business decisions and enhance business management duties. 	
High School Expectations	
Concepts and skills students know include: <ul style="list-style-type: none"> • MAC01.01.01 Solve mathematical problems using numbers and operations. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Recognize relationships among numbers. . MAT01.02.a, MAT01.02.b b. Employ mathematical operations. MAT02.04.a c. Perform computations successfully. . MAT01.02.a, PWR1.2.d d. Predict reasonable estimations. MAT01.02.a, PWR1.2.d 	Academic Content Knowledge Alignment: MAT01.02.a-Mathematics, Number Sense, Properties, and Operations, Formulate, represent, and use algorithms with real numbers flexibly, accurately, and efficiently. - Use appropriate computation methods that encompass estimation and calculation. MAT01.02.b-Mathematics, Number Sense, Properties, and Operations, Formulate, represent, and use algorithms with real numbers flexibly, accurately, and efficiently. - Use technology to perform operations (addition, subtraction, multiplication, and division) on numbers written in scientific notation MAT02.04.a-Mathematics, Patterns, Functions, and Algebraic Structures, Expressions , equations, and inequalities can be expressed in multiple, equivalent forms - Perform and justify steps in generating equivalent expressions by identifying properties used including the commutative,

	<p>associative, inverse, identity, and distributive properties</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Apply knowledge of mathematics to problem solve, analyze issues, and make critical decisions that arise in everyday life</p>
High School Expectations	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC01.01.02 Apply algebraic skills to make business decisions. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Recognize patterns and mathematical relations. PWR1.2.b b. Use algebraic symbols to represent, solve, and analyze mathematical problems. MAT02.04.a, PWR1.2.b c. Create mathematical models from real-life situations. PWR1.2.d d. Represent changes in quantities mathematically. MAT02.01.b e. Determine rate of change mathematically. MAT02.01.b, PWR1.2.b f. Interpret graphical and numerical data. MAT02.06.a 	<p>Academic Content Knowledge Alignment: MAT02.01.b-Mathematics, Patterns, Functions, and Algebraic Structures, Functions model situations where one quantity determines another and can be represented algebraically, graphically, and using tables - Demonstrate the relationship between all representations of linear functions using point-slope, slope-intercept, and standard form of a line</p> <p>MAT02.04.a-Mathematics, Patterns, Functions, and Algebraic Structures, Expressions , equations, and inequalities can be expressed in multiple, equivalent forms - Perform and justify steps in generating equivalent expressions by identifying properties used including the commutative, associative, inverse, identity, and distributive properties</p> <p>MAT02.06.a - Patterns, Functions, and Algebraic Structures - Quantitative relationships in the real world can be modeled and solved using functions - Represent, solve, using all tools including graphing technology, and interpret problems in various contexts using linear, quadratic, and exponential functions</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.2.b-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Understand and apply algebraic and geometric concepts and techniques</p> <p>PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge ,</p>

	Mathematical Sciences - Apply knowledge of mathematics to problem solve, analyze issues, and make critical decisions that arise in everyday life
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC01.01.03 Employ measurement skills to make business decisions. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Recognize measurable attributes of objects. PWR1.2.b b. Take measurements correctly. PWR1.2.b 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.2.b-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Understand and apply algebraic and geometric concepts and techniques
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC01.01.04 Perform data analysis to make business decisions. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Formulate questions effectively. MAT03.01.a, PWR1.1.c b. Organize useful data. c. Answer questions appropriately. MAT03.01.b, MAT03.01.c d. Employ appropriate statistical methods in data analysis. MAT03.01.b, MAT03.01.c, PWR1.2.c e. Develop and evaluate inferences and predictions. PWR1.2.a, RWC04.10.c f. Apply basic concepts of probability. PWR1.2.c 	Academic Content Knowledge Alignment: MAT03.01.a - Data Analysis, Statistics, and Probability - Statistical methods take variability into account, supporting informed decision-making through quantitative studies designed to answer specific questions - Formulate appropriate research questions that can be answered with statistical analysis MAT03.01.b - Data Analysis, Statistics, and Probability - Statistical methods take variability into account, supporting informed decision-making through quantitative studies designed to answer specific questions - Determine appropriate data collection methods to answer a research question MAT03.01.c - Data Analysis, Statistics, and Probability - Statistical methods take variability into account, supporting informed decision-making through

	<p>quantitative studies designed to answer specific questions - Explain how data might be analyzed to provide answers to a research question</p> <p>RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p> <p>PWR1.1.c-Postsecondary & Workforce Readiness, Content Knowledge , Literacy - Use logic and rhetoric to analyze and critique ideas</p> <p>PWR1.2.a-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Think critically, analyze evidence, read graphs, understand logical arguments, detect logical fallacies, test conjectures, evaluate risks, and appreciate the role mathematics plays in the modern world, i.e., be quantitatively literate</p> <p>PWR1.2.c-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Use concepts and techniques of probability and statistics</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> MAC01.01.05 Evaluate the accuracy of mathematical responses using problem-solving techniques. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<p>a. Identify problem-solving techniques. MAT01.03.a, RWC04.09.c</p> <p>b. Apply a variety of problem-solving strategies. MAT01.03.a, PWR1.2.d, RWC04.09.c</p> <p>c. Adjust problem-solving strategies, when needed. MAT01.03.a, PWR1.2.d , RWC04.09.c</p>	<p>Academic Content Knowledge Alignment:</p> <p>MAT01.03.a - Number Sense, Properties, and Operations - Systematic counting techniques are used to describe and solve problems - Use combinatorics (Fundamental Counting Principle, permutations and combinations) to solve problems in real-world contexts</p> <p>RWC04.09.c-Reading, Writing, and Communicating, Research and Reasoning, Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p>

	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Apply knowledge of mathematics to problem solve, analyze issues, and make critical decisions that arise in everyday life</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> • MAC01.02 Academic Foundations: Examine and employ business and economic principles and concepts in making informed business decisions to continue business operations. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC01.02.01 Identify fundamental economic concepts necessary for employment in business. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Distinguish between economic goods and services. RWC02.06.c RWC03.11.a b. Explain the concept of economic resources. RWC01.01.f RWC01.06.b RWC02.06.c RWC03.11.a c. Describe the concepts of economics and economic activities. PWR2.7.b, RWC01.01.f, d. Determine economic utilities created by business activities. RWC01.06.b RWC02.06.c RWC03.11.a e. Explain the principles of supply and demand. RWC01.01.f f. Describe the functions of prices in markets. PWR2.1.a, RWC01.01.f, RWC01.06.b RWC02.06.c RWC03.11.a 	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical</p>

	<p>skills</p> <p>PWR2.7.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Possess financial literacy and awareness of consumer economics</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC01.02.02 Describe the nature of business and its contribution to society. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Explain the role of business in society. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Describe types of business activities. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a c. Explain the organizational design of businesses. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a d. Discuss the global environment in which businesses operate. PWR2.4.c, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a e. Describe factors that affect the business environment. PWR2.1.a, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a f. Explain how organizations adapt to today's markets. PWR2.4.c, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a 	<p>Academic Content Knowledge Alignment:</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p> <p>PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p> <p>PWR2.4.c-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Global and Cultural Awareness - Recognize the interdependent nature of our world</p>

High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC01.02.03 Recognize how economic systems influence environments in which businesses function. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Explain the types of economic systems. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Explain the concept of private enterprise. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a c. Identify factors affecting a business's profit. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a d. Determine factors affecting business risk. PWR2.1.a, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a e. Explain the concept of competition. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a f. Describe market structures. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a 	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p>
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC01.02.04 Use knowledge regarding the impact government has on businesses to make informed economic decisions. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Determine the relationship between government and business. PWR1.4.d, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a 	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal</p>

<ul style="list-style-type: none"> b. Describe the nature of taxes. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a, SST03.04.e c. Discuss the nature of monetary policy. RWC01.06.b, RWC02.06.c, RWC03.11.a d. Discuss the supply and demand for money. RWC01.06.b, RWC02.06.c, RWC03.11.a e. Explain the role of the Federal Reserve System. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a f. Explain the concept of fiscal policies. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a g. Describe the effects of fiscal and monetary policies. PWR2.1.a, RWC01.06.b, RWC01.01.f, RWC03.11.a, SST03.05.c 	<p>and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>SST03.04.e-Social Studies, Economics, Design, analyze, and apply a financial plan based on short- and long-term financial goals (PFL) - Describe legal and ethical responsibilities regarding tax liabilities</p> <p>SST03.05.c-Social Studies, Economics, Analyze strategic spending, saving, and investment options to achieve the objectives of diversification, liquidity, income, and growth (PFL) - Explain how economic cycles affect personal financial decisions</p>
<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p> <p>PWR1.4.d-Postsecondary & Workforce Readiness, Content Knowledge , Social Studies and Social Sciences - Understand how government works in the United States and in other countries, the varying roles individuals may play in society, and the nature of civic responsibility</p> <p>PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p>	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC01.02.05 Analyze cost/profit relationships to guide business decision-making. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>

<ul style="list-style-type: none"> a. Explain the concept of productivity. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Analyze impact of specialization/division of labor on productivity. PWR1.2.d, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a c. Explain the concept of organized labor and business. Explain the impact of the law of diminishing returns. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a d. Describe the concept of economies of scale. PWR2.1.a, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a 	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p>
<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Apply knowledge of mathematics to problem solve, analyze issues, and make critical decisions that arise in everyday life</p> <p>PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p>	
High School Expectations	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC01.02.06 Use economic indicators to detect economic trends and conditions. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Describe the concept of price stability as an economic measure. RWC01.01.f b. Discuss the measure of consumer spending as an economic indicator RWC01.01.f., RWC01.06.b, SST03.05.c c. Discuss the impact of a nation's unemployment rates. RWC01.01.f, PWR2.4.c, 	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and</p>

<p>d. Explain the concept of Gross Domestic Product. RWC01.01.f</p> <p>e. Describe the economic impact of inflation on business RWC01.01.f</p> <p>f. Explain unemployment and inflation tradeoffs RWC01.01.f</p> <p>g. Explain the economic impact of interest-rate fluctuations. RWC01.01.f</p> <p>h. Determine the impact of business cycles on business activities. PWR2.1.a, RWC01.01.f</p>	<p>Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>SST03.05.c-Social Studies, Economics, Analyze strategic spending, saving, and investment options to achieve the objectives of diversification, liquidity, income, and growth (PFL) - Explain how economic cycles affect personal financial decisions</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p> <p>PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p> <p>PWR2.4.c-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Global and Cultural Awareness - Recognize the interdependent nature of our world</p>
---	--

High School Expectations

Concepts and skills students know include:

- MAC01.02.07 Determine global trade’s impact on business decision-making.

Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<p>a. Explain the nature of global trade. PWR1.4.e, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a</p> <p>b. Describe the determinants of exchange rates and their effects on the domestic economy. PWR1.2.d, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a</p> <p>c. Discuss the impact of cultural and social environments on global trade. PWR1.4.e, RWC01.06.b, RWC02.06.c, RWC03.11.a</p> <p>d. Explain labor issues associated with global trade. PWR1.4.e, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a</p>	<p>Academic Content Knowledge Alignment:</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and</p>

	<p>establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Apply knowledge of mathematics to problem solve, analyze issues, and make critical decisions that arise in everyday life PWR1.4.e-Postsecondary & Workforce Readiness, Content Knowledge , Social Studies and Social Sciences - Interpret information from a global and multicultural perspective</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> • MAC02 Communications: No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<p>(no outcomes listed)</p>	<p>Academic Content Knowledge Alignment:</p> <hr/> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> • MAC03 Problem-Solving and Critical Thinking: No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart. 	
<p>High School Expectations</p>	

Concepts and skills students know include:	
•	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
(no outcomes listed)	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> • MAC04 Information Technology Applications: No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart. 	
High School Expectations	
Concepts and skills students know include:	
•	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
(no outcomes listed)	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> • MAC05.01 Systems: Identify new ideas, opportunities, and methods to create or start a new project or venture. 	
High School Expectations	
Concepts and skills students know include:	

- MAC05.01.01 Employ entrepreneurial discovery strategies to generate feasible ideas for business ventures.

Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Explain the need for entrepreneurial discovery. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Discuss entrepreneurial discovery processes. RWC01.06.b, RWC02.06.c, RWC03.11.a c. Assess global trends and opportunities. MAT03.01.c, PWR1.4.e, RWC01.06.b, RWC02.06.c, RWC03.11.a d. Determine opportunities for venture creation. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a e. Assess opportunities for venture creation., RWC01.06.b, RWC02.06.c, RWC03.11.a f. Describe idea-generation methods. PWR2.3.b, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a g. Generate venture ideas. PWR2.3.b , RWC01.06.b, RWC02.06.c, RWC03.11.a h. Determine feasibility of venture ideas. MAT03.01.c, PWR1.2.d, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a 	<p>Academic Content Knowledge Alignment: MAT03.01.c-Mathematics, Data Analysis, Statistics, and Probability, Statistical methods take variability into account, supporting informed decision-making through quantitative studies designed to answer specific questions - Explain how data might be analyzed to provide answers to a research question</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Apply knowledge of mathematics to problem solve, analyze issues, and make critical decisions that arise in everyday life</p> <p>PWR1.4.e-Postsecondary & Workforce Readiness, Content Knowledge , Social Studies and Social Sciences - Interpret information from a global and multicultural perspective</p> <p>PWR2.3.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Creativity and Innovation - Generate, evaluate, and implement new ideas and novel approaches</p>

High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> • MAC05.01.02 Develop a concept for a new business venture. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Describe entrepreneurial planning considerations. MAT03.02.a, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Explain tools used by entrepreneurs for venture planning. MAT03.02.a, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a c. Assess start-up requirements. PWR1.1.b, PWR1.2.d, RWC01.06.b, RWC02.06.c, RWC03.11.a d. Assess risks associated with venture. MAT03.03.a, PWR2.1.a, RWC01.06.b, RWC02.06.c, RWC03.11.a e. Describe external resources useful to entrepreneurs during concept development. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a f. Assess the need to use external resources for concept development. RWC01.06.b, RWC02.06.c, RWC03.11.a g. Describe strategies to protect intellectual property. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a h. Use components of business plan to define venture idea. PWR1.1.b, RWC01.06.b, RWC02.06.c, RWC03.11.a 	<p>Academic Content Knowledge Alignment: MAT03.02.a-Mathematics, Data Analysis, Statistics, and Probability, The design of an experiment or sample survey is of critical importance to analyzing the data and drawing conclusions - Identify the characteristics of a well-designed and well-conducted survey</p> <p>MAT03.03.a-Mathematics, Data Analysis, Statistics, and Probability, Visual displays and summary statistics condense the information in data sets into usable knowledge - Identify and choose appropriate ways to summarize numerical or categorical data using tables, graphical displays, and numerical summary statistics (describing shape, center and spread) and accounting for outliers when appropriate</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.1.b-Postsecondary & Workforce Readiness, Content Knowledge , Literacy - Write clearly and coherently for a variety of purposes and audiences</p> <p>PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Apply knowledge of mathematics to problem solve,</p>

	analyze issues, and make critical decisions that arise in everyday life PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC05.01.03 Evaluate a new business venture concept's potential for success. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
(no indicators)	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC05.01.04 Determine the resources needed for start-up viability of a business venture. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Describe processes used to acquire adequate financial resources for venture creation/start-up. MAT02.06.d, MAT02.06.e, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Select sources to finance venture creation/start-up. MAT02.06.d, MAT02.06.e, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a c. Explain factors to consider in determining a venture's human-resource needs. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a d. Explain considerations in making the decision to hire staff. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a e. Describe considerations in selecting capital resources. MAT02.06.d, MAT02.06.e, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a f. Identify capital resources needed for the venture. RWC01.06.b, 	Academic Content Knowledge Alignment: MAT02.06.d-Mathematics, Patterns, Functions, and Algebraic Structures, Quantitative relationships in the real world can be modeled and solved using functions - Evaluate, using all tools including graphing technology, the costs and benefits of credit (PFL) MAT02.06.e-Mathematics, Patterns, Functions, and Algebraic Structures, Quantitative relationships in the real world can be modeled and solved using functions - Analyze various lending sources, services, and financial institutions (PFL) RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness -

<p>RWC02.06.c, RWC03.11.a</p> <p>g. Assess the costs/benefits associated with resources. MAT02.06.d, MAT02.06.e, PWR1.2.d, RWC01.06.b, RWC02.06.c, RWC03.11.a</p>	<p>Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and ,establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <hr/> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p> <p>PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Apply knowledge of mathematics to problem solve, analyze issues, and make critical decisions that arise in everyday life</p>
---	--



High School Expectations

Concepts and skills students know include:

- MAC05.01.05 Actualize a new business venture to generate profit and/or meet objectives.

Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<p>a. Use external resources to supplement entrepreneur's expertise.</p> <p>b. Explain the complexity of business operations. RWC01.01.f, RWC04.10.c</p> <p>c. Evaluate risk-taking opportunities. MAT03.01.b, MAT03.05.b, PWR2.1.a, RWC04.10.c</p> <p>d. Explain the need for business systems and procedures. RWC01.01.f, RWC04.10.c</p> <p>e. Describe the use of operating procedures. RWC01.01.f, RWC04.10.c</p> <p>f. Explain methods/processes for organizing workflow. RWC01.01.f, RWC04.10.c</p> <p>g. Develop and/or provide product/service. MAT03.01.b, PWR2.3.b</p> <p>h. Use creative problem-solving in business activities/decisions. PWR2.3.c, RWC04.03.c, RWC04.10.c</p> <p>i. Explain the impact of resource productivity on venture success.</p>	<p>Academic Content Knowledge Alignment:</p> <p>MAT03.01.b - Data Analysis, Statistics, and Probability - Statistical methods take variability into account, supporting informed decision-making through quantitative studies designed to answer specific questions - Determine appropriate data collection methods to answer a research question</p> <p>MAT03.05.b-Mathematics, Data Analysis, Statistics, and Probability, Probability models outcomes for situations in which there is inherent randomness, quantifying the degree of certainty in terms of relative frequency of occurrence - Apply and solve problems using the concepts of independence and conditional probability</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p>

<p>RWC01.01.f, RWC04.10.c</p> <p>j. Create processes for ongoing opportunity recognition. PWR2.3.b</p> <p>k. Develop plan to invest resources into improving current products or creating new ones. RWC01.01.f, RWC04.10.c</p> <p>l. Adapt to changes in business environment. PWR2.6.g</p>	<p>RWC04.03.c - Research and Reasoning - Self-designed research provides insightful information, conclusions, and possible solutions - Evaluate quality, accuracy, and completeness of information and the bias, credibility and reliability of the source</p> <p>RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p> <p>PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p> <p>PWR2.3.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Creativity and Innovation - Generate, evaluate, and implement new ideas and novel approaches</p> <p>PWR2.3.c-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Creativity and Innovation - Develop new connections where none previously existed</p> <p>PWR2.6.g-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Work Ethic - Demonstrate flexibility and adaptability</p>
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> • MAC05.01.06 Select a harvesting strategy that matches the entrepreneur's desired goals regarding the business venture. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<p>a. Explain the need for continuation planning. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a</p> <p>b. Describe methods of venture harvesting. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a</p> <p>c. Evaluate options for continued venture involvement. PWR2.1.a, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.08.d, RWC03.11.a</p> <p>d. Develop exit strategies. RWC01.01.f, RWC01.06.b RWC02.06.c, RWC03.08.d, RWC03.11.a</p>	<p>Academic Content Knowledge Alignment:</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p>

	<p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.08.d-Reading, Writing, and Communicating, Writing and Composition, Organizational writing patterns inform or persuade an audience - Collect, organize, and evaluate materials to support ideas</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> • MAC05.02 Systems: Analyze accounting systems' contribution to the fiscal stability of a business. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC05.02.01 Develop a foundational knowledge of accounting to understand its nature and scope. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Explain the concept of accounting. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Explain the need for accounting standards (GAAP). RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a c. Discuss the role of ethics in accounting. PWR2.2.b, RWC01.06.b, RWC02.06.c, RWC03.11.a d. Explain the use of technology in accounting. MAT01.02.a, PWR2.2.a, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a e. Explain legal considerations for accounting. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a , 	<p>Academic Content Knowledge Alignment: MAT01.02.a-Mathematics, Number Sense, Properties, and Operations, Formulate, represent, and use algorithms with real numbers flexibly, accurately, and efficiently. - Use appropriate computation methods that encompass estimation and calculation</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal</p>

	<p>requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p> <p>PWR2.2.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Find and Use Information/Information Technology - Select, integrate, and apply appropriate technology to access and evaluate new information</p> <p>PWR2.2.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Find and Use Information/Information Technology - Understand the ethical uses of information</p>
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> • MAC05.02.02 Demonstrate accounting procedures used to track money flow and to determine financial status. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Describe the nature of cash flow statements. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Prepare cash flow statements. MAT01.02.a, PWR1.2.d, RWC03.11.e c. Explain the nature of balance sheets. MAT01.02.a, RWC01.01.f , RWC01.06.b, RWC02.06.c, RWC03.11.a d. Describe the nature of income statements. RWC01.01.f , RWC01.06.b RWC02.06.c RWC03.11.a 	<p>Academic Content Knowledge Alignment:</p> <p>MAT01.02.a-Mathematics, Number Sense, Properties, and Operations, Formulate, represent, and use algorithms with real numbers flexibly, accurately, and efficiently. - Use appropriate computation methods that encompass estimation and calculation</p> <p>RWC01.01.f-Reading, Writing and Communicating, Oral Expression and Language Study, Deliver and apply skills in preparing a planned formal and informal oral presentations to various audiences using appropriate communication skills. - Select appropriate technical or specialized language to help the audience understand content of the presentation</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and</p>

	<p>Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>RWC03.11.e-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Revise ideas and structure to improve depth of information and logic of organization</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Apply knowledge of mathematics to problem solve, analyze issues, and make critical decisions that arise in everyday life</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> MAC05.03 Systems: Understand tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> MAC05.03.01 Acquire a foundational knowledge of finance to understand its nature and scope. 	
<p>Evidence Outcomes - Students can:</p> <ol style="list-style-type: none"> Explain the role of finance in business. RWC01.01.f, RWC04.08.a , SST03.05.c Discuss the role of ethics in finance. PWR2.2.b, RWC01.06.b Explain legal considerations for finance. RWC01.01.f , RWC04.08.a 	<p>21st Century Skills and Readiness Competencies</p> <p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and</p>

	<p>Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC04.08.a-Reading, Writing, and Communicating, Research and Reasoning, Informational materials, including electronic sources, need to be collected, evaluated, and analyzed for accuracy, relevance, and effectiveness for answering research questions - Integrate information from different sources to research and complete a project</p> <p>SST03.05.c-Social Studies, Economics, Analyze strategic spending, saving, and investment options to achieve the objectives of diversification, liquidity, income, and growth (PFL) - Explain how economic cycles affect personal financial decisions</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.2.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Find and Use Information/Information Technology - Understand the ethical uses of information</p>
<p>Prepared Completer Competencies:</p>	
<ul style="list-style-type: none"> • MAC05.04 Systems: Understand the methods that businesses use to recruit, train and develop human resources. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p>	
<ul style="list-style-type: none"> • MAC05.04.01 Describe the role and function of human resources management. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Discuss the nature of human resources management. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Explain the role of ethics in human resources management. PWR2.2.b, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a c. Describe the use of technology in human resources management. PWR2.2.a, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a 	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes,</p>

	<p>The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.2.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Find and Use Information/Information Technology - Select, integrate, and apply appropriate technology to access and evaluate new information</p> <p>PWR2.2.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Find and Use Information/Information Technology - Understand the ethical uses of information</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> • MAC06.01 Safety, Health and Environmental: Implement safety, health, and environmental controls to enhance business productivity. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC06.01.01 Adhere to health and safety regulations to support a safe work environment. 	
<p>Evidence Outcomes - Students can:</p> <ol style="list-style-type: none"> Describe health and safety regulations in business. RWC01.01.f, RWC01.06.b Report noncompliance with business health and safety regulations.RWC04.10.c 	<p>21st Century Skills and Readiness Competencies</p> <p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and</p>

	articulated process to solve a problem
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC06.01.02 Implement safety procedures to minimize loss. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Follow instructions for use of equipment, tools, and machinery. b. Follow safety precautions. PWR2.9.b c. Maintain a safe work environment. d. Explain procedures for handling accidents. RWC01.01.f e. Handle and report emergency situations. 	Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.9.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Collaboration - Acknowledge authority and take direction
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC06.01.03 Assess needed safety policies/procedures to ensure protection of employees. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Identify potential safety issues. PWR2.1.a b. Establish safety policies and procedures. PWR1.1.b 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.1.b-Postsecondary & Workforce Readiness, Content Knowledge , Literacy - Write clearly and coherently for a variety of purposes and audiences PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical

	skills
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC06.01.04 Implement security policies/procedures to minimize chance for loss. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Explain routine security precautions. RWC01.01.f b. Follow established security procedures/policies. PWR2.9.b c. Protect company information and intangibles. PWR2.2.b 	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.2.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Find and Use Information/Information Technology - Understand the ethical uses of information</p> <p>PWR2.9.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Collaboration - Acknowledge authority and take direction</p>
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC06.01.05 Develop policies/procedures to protect workplace security. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Identify potential security issues. MAT03.01.a, MAT03.01.b, MAT03.01.c, b. Establish policies to protect company information and intangibles. PWR1.1.b, RWC03.11.a c. Establish policies to maintain a non-hostile work environment. PWR1.1.b, RWC03.11.a d. Establish policies and procedures to maintain physical security of the work environment. PWR1.1.b, RWC03.11.a 	<p>Academic Content Knowledge Alignment: MAT03.01.a-Mathematics, Data Analysis, Statistics, and Probability, Statistical methods take variability into account, supporting informed decision-making through quantitative studies designed to answer specific questions - Formulate appropriate research questions that can be answered with statistical analysis</p> <p>MAT03.01.b-Mathematics, Data Analysis, Statistics, and Probability, Statistical methods take variability into account, supporting informed decision-making through quantitative studies designed to answer specific questions - Determine</p>

	<p>appropriate data collection methods to answer a research question</p> <p>MAT03.01.c-Mathematics, Data Analysis, Statistics, and Probability, Statistical methods take variability into account, supporting informed decision-making through quantitative studies designed to answer specific questions - Explain how data might be analyzed to provide answers to a research question</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.1.b-Postsecondary & Workforce Readiness, Content Knowledge , Literacy - Write clearly and coherently for a variety of purposes and audiences</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> • MAC07 Leadership and Teamwork: No additional statements in the topic beyond those found in the Essential Knowledge and Skills Chart. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • No concepts and skills listed 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<p>(no outcomes listed)</p>	<p>Academic Content Knowledge Alignment:</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> • MAC08.01 Ethics and Legal Responsibilities: Describe business's responsibility to know and abide by laws and regulations that affect business operations. 	

High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC08.01.01 Obtain and provide information in a business setting. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Respect the privacy of others. b. Explain ethical considerations in providing information. PWR2.2.b c. Protect confidential information. PWR2.2.b d. Determine information appropriate to obtain from a client or another employee. PWR2.2.b 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.2.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Find and Use Information/Information Technology - Understand the ethical uses of information
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC08.01.02 Demonstrate ethical behaviors in the workplace. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Explain the nature of business ethics. PWR2.7.c, RWC03.11.a b. Demonstrate responsible behavior. PWR2.7.d c. Demonstrate honesty and integrity. PWR2.6.e, PWR2.7.c d. Demonstrate ethical work habits. PWR2.7.c 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.6.e-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Work Ethic - Take responsibility for completion of work PWR2.7.c-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Behave honestly and ethically PWR2.7.d-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Take responsibility for actions

High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC08.01.03 Manage internal and external business relationships to foster positive interactions. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Treat others fairly at work. PWR2.6.f b. Describe ethics in human resources issues. PWR2.7.a, RWC03.11.a 	<p>Academic Content Knowledge Alignment: RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.6.f-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Work Ethic - Act with maturity, civility, and politeness</p> <p>PWR2.7.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Balance self-advocacy with the consideration of others</p>
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC08.01.04 Describe the nature and scope of business laws and regulations. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Discuss the nature of law and sources of law in the United States. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Describe the US Judicial system hierarchy for legal appeals. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a c. Describe legal issues affecting businesses. PWR2.1.a, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a 	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in</p>

	<p>multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC08.01.05 Describe the elements of a business contract. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<p>a. Identify the basic torts relating to business enterprises. RWC01.01.f , RWC01.06.b, RWC02.06.c, RWC03.11.a</p> <p>b. Describe the nature of legally binding contracts. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a</p>	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>

High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC08.01.06 Describe the current regulatory environment of United States' businesses. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Describe the nature of legal procedure. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Discuss the nature of debtor-creditor relationships. MAT02.06.d, RWC01.06.b, RWC02.06.c, RWC03.11.a c. Explain the nature of agency relationships. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a d. Discuss the nature of environmental law. e. Discuss the role of administrative law. 	<p>Academic Content Knowledge Alignment:</p> <p>MAT02.06.d-Mathematics, Patterns, Functions, and Algebraic Structures, Quantitative relationships in the real world can be modeled and solved using functions - Evaluate, using all tools including graphing technology, the costs and benefits of credit. (PFL)</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC08.01.07 Describe current human resources laws and regulations. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies

<ul style="list-style-type: none"> a. Explain the nature of human resources regulations. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Explain the nature of workplace regulations (including OSHA, ADA). RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a c. Discuss employment relationships. 	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
--	--

High School Expectations

Concepts and skills students know include:

- MAC08.01.08 Select business structure for immediate and long-term operations.

Evidence Outcomes - Students can:

<ul style="list-style-type: none"> a. Explain types of business ownership. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Select form of business ownership. PWR2.1.a 	<p>21st Century Skills and Readiness Competencies</p> <p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in</p>
--	--

	<p>multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> MAC08.01.09 Describe applicable commerce laws and regulations. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<p>a. Explain the nature of trade regulations. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a</p> <p>b. Describe the impact of anti-trust legislation. PWR2.1.a, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a</p>	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills,</p>

	Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC08.01.10 Explain applicable tax laws and regulations to comply with government requirements. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Explain the nature of tax regulations on business. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Explain the nature of businesses' reporting requirements. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a c. Develop strategies for legal/government compliance. PWR2.1.b, RWC01.01.f, RWC04.10.c 	<p>Academic Content Knowledge Alignment:</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p> <p>PWR2.1.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Conduct research using acceptable research methods</p>
Prepared Completer Competencies:	

- **MAC09.01 Employability and Career Development: Explore, obtain, and develop strategies for ensuring a successful business career.**

High School Expectations

Concepts and skills students know include:

- MAC09.01.01 Develop self-understanding to recognize the impact of personal actions on others.

Evidence Outcomes - Students can:

- Describe the nature of emotional intelligence. PWR2.6.f, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a
- Explain the concept of self-esteem. RWC01.06.b, RWC02.06.c, RWC03.11.a
- Recognize personal biases and stereotypes. PWR2.4.b, RWC04.09.b
- Assess personal strengths and weaknesses. PWR2.6.d, RWC04.09.b

21st Century Skills and Readiness Competencies

Academic Content Knowledge Alignment:

RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language

RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal

RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence

RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic

RWC04.09.b-Reading, Writing, and Communicating, Research and Reasoning, Effective problem-solving strategies require high-quality reasoning - Assess strengths and weaknesses of their thinking and thinking of others by using criteria including relevance, clarity, accuracy, fairness, significance, depth, breadth, logic and precision

Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):

PWR2.4.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Global and Cultural Awareness - Interact effectively with and respect the diversity of different individuals, groups, and cultures

PWR2.6.d-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Work Ethic - Learn from instruction and criticism

	PWR2.6.f-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Work Ethic - Act with maturity, civility, and politeness
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC09.01.02 Develop personal traits and behaviors to foster career advancement. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Identify desirable personality traits important to business. PWR2.7.a b. Exhibit a positive attitude. c. Exhibit self-confidence. d. Demonstrate interest and enthusiasm. e. Demonstrate initiative. PWR2.6.c f. Foster positive working relationships. PWR2.9.a, RWC01.06.f 	<p>Academic Content Knowledge Alignment: RWC01.06.f-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Participate in group activities through full engagement in individual roles and responsibilities that support the specified goal of the group</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.6.c-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Work Ethic - Take initiative, and follow through</p> <p>PWR2.7.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Balance self-advocacy with the consideration of others</p> <p>PWR2.9.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Collaboration - Work effectively with others</p>
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC09.01.03 Participate in career-planning to enhance job-success potential. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Assess personal interests and skills needed for success in business. PWR2.7.e, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Analyze employer expectations in the business environment. RWC01.06.b, RWC02.06.c, RWC03.11.a c. Explain the rights of workers RWC01.06.b, RWC02.06.c, RWC03.11.a d. Identify sources of career information. PWR2.7.f, RWC01.06.b, RWC02.06.c, RWC03.11.a 	<p>Academic Content Knowledge Alignment: RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and</p>

<p>e. Identify tentative occupational interest. PWR2.7.f, RWC01.06.b, RWC02.06.c, RWC03.11.a</p> <p>f. Explain employment opportunities in business. PWR2.7.f, RWC01.06.b, RWC02.06.c, RWC03.11.a</p>	<p>persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p> <p>PWR2.7.e-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Understand the relevance of learning to postsecondary and workforce readiness</p> <p>PWR2.7.f-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Demonstrate awareness of and evaluate career options</p>
---	---

High School Expectations

Concepts and skills students know include:

- MAC09.01.04 Implement job-seeking skills to obtain employment.

Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<p>a. Utilize job-search strategies. PWR2.7.f, RWC04.06.d</p> <p>b. Complete a job application. PWR1.1.b, RWC03.11.d, RWC03.11.e, RWC03.12.d</p> <p>c. Interview for a job. PWR2.8.b, RWC01.05.a</p> <p>d. Write a follow-up letter after job interviews. PWR1.1.b, RWC03.11.d, RWC03.11.e, RWC03.12.d</p> <p>e. Write a letter of application. PWR1.1.b, . RWC03.11.d RWC03.11.e RWC03.12.d</p> <p>f. Prepare a résumé. PWR1.1.b, RWC03.11.d, RWC03.11.e, RWC03.12.d</p> <p>g. Use networking techniques to identify employment opportunities. PWR2.9.a, RWC01.05.a</p>	<p>Academic Content Knowledge Alignment:</p> <p>RWC01.05.a-Reading, Writing, and Communicating, Oral Expression and Listening, Content that is gathered carefully and organized well successfully influences an audience - Organize and deliver a presentation that influences a specific audience</p> <p>RWC03.11.d-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Anticipate and address readers' biases and expectations</p> <p>RWC03.11.e-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Revise ideas and structure to improve depth of information and logic of organization</p> <p>RWC03.12.d-Reading, Writing, and Communicating, Writing and Composition, Writing for grammar, usage, mechanics, and clarity requires ongoing refinements and revisions - Use various reference tools to vary word choice and</p>

	<p>make sure words are spelled correctly</p> <p>RWC04.06.d-Reading, Writing, and Communicating, Research and Reasoning, Collect, analyze, and evaluate information obtained from multiple sources to answer a question, propose solutions, or share findings and conclusions - Use a variety of strategies (such as search engines, online databases, interview) to collect and organize relevant and significant information</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p> <p>PWR1.1.b-Postsecondary & Workforce Readiness, Content Knowledge , Literacy - Write clearly and coherently for a variety of purposes and audiences</p> <p>PWR2.7.f-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Demonstrate awareness of and evaluate career options</p> <p>PWR2.8.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Communication - Construct clear, coherent, and persuasive arguments</p> <p>PWR2.9.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Collaboration - Work effectively with others</p>
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> • MAC09.01.05 Utilize career-advancement activities to enhance professional development. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ol style="list-style-type: none"> a. Describe techniques for obtaining work experience (e.g., volunteer activities, internships). PWR2.7.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Explain the need for ongoing education as a worker. PWR2.7.e, RWC01.06.b., RWC02.06.c RWC03.11.a c. Explain possible advancement patterns for jobs. PWR2.7.f, RWC01.06.b, RWC02.06.c, RWC03.11.a d. Identify skills needed to enhance career progression. PWR2.7.e, RWC01.06.b, RWC02.06.c, RWC03.11.a e. Utilize resources that can contribute to professional development (e.g., trade journals/periodicals, professional/trade associations, classes/seminars, trade shows, and mentors). PWR2.7.e, RWC04.08.d 	<p>Academic Content Knowledge Alignment:</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p>

	<p>RWC04.08.d-Reading, Writing, and Communicating, Research and Reasoning, Informational materials, including electronic sources, need to be collected, evaluated, and analyzed for accuracy, relevance, and effectiveness for answering research questions - Examine materials to determine appropriate primary and secondary sources to use for investigating a question, topic, or issue (e.g., library databases, print and electronic encyclopedia and other reference materials, pamphlets, book excerpts, online and print newspaper and magazine articles, letters to an editor, digital forums, oral records, research summaries, scientific and trade journals)</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.7.e-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Understand the relevance of learning to postsecondary and workforce readiness</p> <p>PWR2.7.f-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Demonstrate awareness of and evaluate career options</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> • MAC10.01 Technical Skills: Access, process, maintain, evaluate, and disseminate information to assist in business decision-making. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC10.01.01 Use information literacy skills to increase workplace efficiency and effectiveness. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Assess information needs. MAT03.01.a, MAT03.02.a, PWR2.1.a, RWC04.06.a b. Obtain needed information efficiently. MAT03.01.b, PWR2.2.a, RWC04.06.a c. Evaluate quality and source of information. MAT03.01.c, PWR2.1.e, RWC04.03.c, d. Apply information to accomplish a task. RWC04.06.a e. Store information for future use. RWC04.06.a 	<p>Academic Content Knowledge Alignment: MAT03.01.a-Mathematics, Data Analysis, Statistics, and Probability, Statistical methods take variability into account, supporting informed decision-making through quantitative studies designed to answer specific questions - Formulate appropriate research questions that can be answered with statistical analysis.</p> <p>MAT03.01.b-Mathematics, Data Analysis, Statistics, and Probability, Statistical methods take variability into account, supporting informed decision-making through quantitative studies designed to answer specific questions - Determine appropriate data collection methods to answer a research question.</p> <p>MAT03.01.c-Mathematics, Data Analysis, Statistics, and Probability, Statistical methods take variability into account, supporting informed decision-making</p>

	<p>through quantitative studies designed to answer specific questions - Explain how data might be analyzed to provide answers to a research question.</p> <p>MAT03.02.a-Mathematics, Data Analysis, Statistics, and Probability, The design of an experiment or sample survey is of critical importance to analyzing the data and drawing conclusions - Identify the characteristics of a well-designed and well-conducted survey</p> <p>RWC04.03.c - Research and Reasoning - Self-designed research provides insightful information, conclusions, and possible solutions - Evaluate quality, accuracy, and completeness of information and the bias, cre RWC04.06.a- Reading, Writing, and Communicating, Research and Reasoning, Collect, analyze, and evaluate information obtained from multiple sources to answer a question, propose solutions, or share findings and conclusions - Define and narrow a topic for research, developing the central idea, focus, or question at issue</p> <p>RWC04.06.e-Reading, Writing, and Communicating, Research and Reasoning, Collect, analyze, and evaluate information obtained from multiple sources to answer a question, propose solutions, or share findings and conclusions - Distinguish between types of evidence (such as expert testimony, analogies, anecdotes, statistics) and use a variety of types to support a particular research purpose</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p> <p>PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p> <p>PWR2.1.e-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Evaluate the credibility and relevance of information, ideas, and arguments</p> <p>PWR2.2.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Find and Use Information/Information Technology - Select, integrate, and apply appropriate technology to access and evaluate new information</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC10.01.02 Acquire a foundational knowledge of information management to understand its nature and scope. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>

<ul style="list-style-type: none"> a. Discuss the nature of information management. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a b. Explain the role of ethics in information management. PWR2.2.b, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a c. Explain legal issues associated with information management. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a 	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p>
<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.2.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Find and Use Information/Information Technology - Understand the ethical uses of information</p>	
High School Expectations	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC10.01.03 Maintain business records to facilitate business operations. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Describe the nature of business records. RWC01.01.f b. Maintain customer records. RWC01.01.f, RWC03.11.e 	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC03.11.e-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Revise ideas and structure to improve depth of information and logic of organization</p>
<p>Learning & Behavioral Skills (Inquiry, Application in Society &</p>	

	Technology & Nature of...):
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC10.01.04 Acquire information to guide business decision-making. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Describe current business trends. MAT03.03.a, RWC01.01.f b. Monitor internal records for business information. RWC03.11.e c. Conduct an environmental scan to obtain business information. MAT03.01.a, MAT03.01.b, MAT03.02.a, PWR2.1.a, RWC03.11.e d. Interpret statistical findings. MAT03.01.c , PWR1.2.c, RWC02.08.b 	<p>Academic Content Knowledge Alignment:</p> <p>MAT03.01.a-Mathematics, Data Analysis, Statistics, and Probability, Statistical methods take variability into account, supporting informed decision-making through quantitative studies designed to answer specific questions - Formulate appropriate research questions that can be answered with statistical analysis</p> <p>MAT03.01.b-Mathematics, Data Analysis, Statistics, and Probability, Statistical methods take variability into account, supporting informed decision-making through quantitative studies designed to answer specific questions - Determine appropriate data collection methods to answer a research question</p> <p>MAT03.01.c-Mathematics, Data Analysis, Statistics, and Probability, Statistical methods take variability into account, supporting informed decision-making through quantitative studies designed to answer specific questions - Explain how data might be analyzed to provide answers to a research question</p> <p>MAT03.02.a-Mathematics, Data Analysis, Statistics, and Probability, The design of an experiment or sample survey is of critical importance to analyzing the data and drawing conclusions - Identify the characteristics of a well-designed and well-conducted survey</p> <p>MAT03.03.a-Mathematics, Data Analysis, Statistics, and Probability, Visual displays and summary statistics condense the information in data sets into usable knowledge - Identify and choose appropriate ways to summarize numerical or categorical data using tables, graphical displays, and numerical summary statistics (describing shape, center and spread) and accounting for outliers when appropriate</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC02.08.b-Reading, Writing, and Communicating, Reading for All Purposes,</p>

	<p>Increasingly complex informational texts require mature interpretation and study - Evaluate clarity and accuracy of information through close text study and investigation via other sources</p> <p>RWC03.08.g-Reading, Writing, and Communicating, Writing and Composition, Organizational writing patterns inform or persuade an audience - Present writing to an authentic audience and gauge effect on audience for intended purpose</p> <p>RWC03.11.e-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Revise ideas and structure to improve depth of information and logic of organization</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.2.c-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Use concepts and techniques of probability and statistics</p> <p>PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p>
--	--

High School Expectations

Concepts and skills students know include:

- MAC10.01.05 Utilize project-management skills to improve workflow and minimize costs.

Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Explain the nature of project management. RWC01.01.f b. Identify resources needed for project. PWR2.1.b, RWC04.03.c, RWC04.10.c c. Develop project plan. PWR1.1.b, RWC04.10.c d. Apply project-management tools to monitor project progress. MAT01.02.a, RWC04.10.c e. Evaluate project results. PWR2.1.a, RWC03.08.g 	<p>Academic Content Knowledge Alignment: MAT01.02.a-Mathematics, Number Sense, Properties, and Operations, Formulate, represent, and use algorithms with real numbers flexibly, accurately, and efficiently. - Use appropriate computation methods that encompass estimation and calculation.</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC03.08.g-Reading, Writing, and Communicating, Writing and Composition, Organizational writing patterns inform or persuade an audience - Present writing to an authentic audience and gauge effect on audience for intended</p>

	<p>purpose</p> <p>RWC04.03.c - Research and Reasoning - Self-designed research provides insightful information, conclusions, and possible solutions - Evaluate quality, accuracy, and completeness of information and the bias, credibility and reliability of the sources</p> <p>RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p> <p>PWR1.1.b-Postsecondary & Workforce Readiness, Content Knowledge , Literacy - Write clearly and coherently for a variety of purposes and audiences</p> <p>PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p> <p>PWR2.1.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Conduct research using acceptable research methods</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> • MAC10.02 Technical Skills: Establish, maintain, control, and plan the use of financial resources to protect solvency. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC10.02.01 Describe the fundamental principles of money needed to make financial exchanges. 	
<p>Evidence Outcomes - Students can:</p> <ol style="list-style-type: none"> Explain forms of financial exchange (cash, credit, debit, electronic funds transfer, etc.). RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a Identify types of currency (paper money, coins, banknotes, government bonds, treasury notes, etc.). RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a Describe functions of money (medium of exchange, unit of measure, store of value). RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a 	<p>21st Century Skills and Readiness Competencies</p> <p>Academic Content Knowledge Alignment:</p> <p>MAT01.02.c - Number Sense, Properties, and Operations - Formulate, represent, and use algorithms with real numbers flexibly, accurately, and efficiently. - Describe factors affecting take-home pay and calculate the impact (PFL)</p> <p>MAT02.06.c - Patterns, Functions, and Algebraic Structures - Quantitative relationships in the real world can be modeled and solved using functions - Analyze, using all tools including graphing technology, the impact of interest</p>

<p>d. Describe sources of income (wages/salaries, interest, rent, dividends, transfer payments, etc.). MAT01.02.c, PWR2.7.b, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a, SST03.04.d</p> <p>e. Explain the time value of money. MAT02.06.c, PWR2.7.b, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a</p> <p>f. Explain the purposes and importance of credit. MAT02.06.d, MAT02.06.e, PWR2.7.b, RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a, SST03.06.c</p> <p>g. Explain legal responsibilities associated with financial exchanges. RWC01.01.f, RWC01.06.b, RWC02.06.c, RWC03.11.a</p>	<p>rates on a personal financial plan (PFL)</p> <p>MAT02.06.d - Patterns, Functions, and Algebraic Structures - Quantitative relationships in the real world can be modeled and solved using functions - Evaluate, using all tools including graphing technology, the costs and benefits of credit (PFL)</p> <p>MAT02.06.e - Patterns, Functions, and Algebraic Structures - Quantitative relationships in the real world can be modeled and solved using functions - Analyze various lending sources, services, and financial institutions (PFL)</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence.</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>SST03.04.d-Social Studies, Economics, Design, analyze, and apply a financial plan based on short- and long-term financial goals (PFL) - Identify sources of personal income and likely deductions and expenditures as a basis for a financial plan</p> <p>SST03.06.c-Social Studies, Economics, Analyze the components of personal credit to manage credit and debt(PFL) - Make connections between building and maintaining a credit history and its impact on lifestyle</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.7.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Possess financial literacy and awareness of consumer economics</p>
--	--

High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC10.02.02 Analyze financial needs and goals to determine financial requirements. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Explain the nature of financial needs (e.g., college, retirement, wills, insurance, etc.). PWR2.7.b, SST03.05.b b. Set financial goals. PWR1.1.b, PWR2.7.b, SST03.04.a c. Develop personal budget. MAT01.02.c, MAT01.02.d, MAT02.06.c, PWR1.2.d, PWR2.7.b 	<p>Academic Content Knowledge Alignment:</p> <p>MAT01.02.c - Number Sense, Properties, and Operations - Formulate, represent, and use algorithms with real numbers flexibly, accurately, and efficiently. - Describe factors affecting take-home pay and calculate the impact (PFL)</p> <p>MAT01.02.d - Number Sense, Properties, and Operations - Formulate, represent, and use algorithms with real numbers flexibly, accurately, and efficiently. - Design and use a budget, including income (net take-home pay) and expenses (mortgage, car loans, and living expenses) to demonstrate how living within your means is essential for a secure financial future (PFL).</p> <p>MAT02.06.c - Patterns, Functions, and Algebraic Structures - Quantitative relationships in the real world can be modeled and solved using functions - Analyze, using all tools including graphing technology, the impact of interest rates on a personal financial plan (PFL)</p> <p>SST03.04.a-Social Studies, Economics, Design, analyze, and apply a financial plan based on short- and long-term financial goals (PFL) - Develop a financial plan including a budget based on short- and long-term goals</p> <p>SST03.05.b-Social Studies, Economics, Analyze strategic spending, saving, and investment options to achieve the objectives of diversification, liquidity, income, and growth (PFL) - Evaluate factors to consider when managing savings and investment accounts</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p> <p>PWR1.1.b-Postsecondary & Workforce Readiness, Content Knowledge , Literacy - Write clearly and coherently for a variety of purposes and audiences</p> <p>PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Apply knowledge of mathematics to problem solve, analyze issues, and make critical decisions that arise in everyday life</p> <p>PWR2.7.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Possess financial literacy and awareness of consumer</p>

	economics
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC10.02.03 Manage personal finances to achieve financial goals. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Explain the nature of tax liabilities. PWR2.7.b, RWC01.01.f, SST03.04.e b. Interpret a pay stub. MAT01.02.c, PWR2.7.b, RWC04.10.c, SST03.04.c, SST03.04.d c. Read and reconcile bank statements. PWR2.7.b, RC02.06.c, SST03.04.b d. Maintain financial records. PWR2.7.b, RWC04.10.c e. Demonstrate the wise use of credit. MAT02.06.d, PWR2.7.b, SST03.06.c f. Validate credit history. MAT02.06.d, PWR2.7.b, RWC02.06.c, SST03.06.c g. Protect against identity theft. PWR2.2.b, PWR2.7.b, SST03.04.b h. Prepare personal income tax forms (i.e., 1040 EZ). PWR2.7.b, RWC04.10.c 	<p>Academic Content Knowledge Alignment:</p> <p>MAT01.02.c - Number Sense, Properties, and Operations - Formulate, represent, and use algorithms with real numbers flexibly, accurately, and efficiently. - Describe factors affecting take-home pay and calculate the impact (PFL)</p> <p>MAT02.06.d - Patterns, Functions, and Algebraic Structures - Quantitative relationships in the real world can be modeled and solved using functions - Evaluate, using all tools including graphing technology, the costs and benefits of credit (PFL)</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p> <p>SST03.04.b-Social Studies, Economics, Design, analyze, and apply a financial plan based on short- and long-term financial goals (PFL) - Analyze financial information for accuracy, relevance, and steps for identity protection</p> <p>SST03.04.c-Social Studies, Economics, Design, analyze, and apply a financial plan based on short- and long-term financial goals (PFL) - Describe factors affecting take-home pay</p> <p>SST03.04.d-Social Studies, Economics, Design, analyze, and apply a financial plan based on short- and long-term financial goals (PFL) - Identify sources of personal income and likely deductions and expenditures as a basis for a financial plan</p>

	<p>SST03.04.e-Social Studies, Economics, Design, analyze, and apply a financial plan based on short- and long-term financial goals (PFL) - Describe legal and ethical responsibilities regarding tax liabilities</p> <p>SST03.06.c-Social Studies, Economics, Analyze the components of personal credit to manage credit and debt(PFL) - Make connections between building and maintaining a credit history and its impact on lifestyle</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.2.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Find and Use Information/Information Technology - Understand the ethical uses of information</p> <p>PWR2.7.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Possess financial literacy and awareness of consumer economics</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> MAC10.02.04 Explain the use of financial-services providers to aid in financial-goal achievement. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<p>a. Describe types of financial-services providers. MAT02.06.e, PWR2.7.b, RWC01.07.d, SST03.06.a</p> <p>b. Discuss considerations in selecting a financial-services provider. MAT02.06.e, PWR2.7.b, RWC01.07.d, SST03.05.a, SST03.05.b</p>	<p>Academic Content Knowledge Alignment: MAT02.06.e - Patterns, Functions, and Algebraic Structures - Quantitative relationships in the real world can be modeled and solved using functions - Analyze various lending sources, services, and financial institutions (PFL)</p> <p>RWC01.07.d-Reading, Writing, and Communicating, Oral Expression and Listening, Oral presentations require effective preparation strategies - Develop a well-organized presentation to defend a position</p> <p>SST03.05.a-Social Studies, Economics, Analyze strategic spending, saving, and investment options to achieve the objectives of diversification, liquidity, income, and growth (PFL) - Compare and contrast the variety of investments available for a diversified portfolio</p> <p>SST03.05.b-Social Studies, Economics, Analyze strategic spending, saving, and investment options to achieve the objectives of diversification, liquidity, income, and growth (PFL) - Evaluate factors to consider when managing savings and investment accounts</p>

	<p>SST03.06.a-Social Studies, Economics, Analyze the components of personal credit to manage credit and debt(PFL) - Analyze various lending sources, services, and financial institutions</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.7.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Possess financial literacy and awareness of consumer economics</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC10.02.05 Use investment strategies to ensure financial well-being. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<p>a. Explain types of investments. PWR2.7.b, RWC01.01.f, RWC03.11.a, SST03.05.a</p> <p>b. Explain the nature of capital investment. PWR2.7.b, RWC01.01.f, RWC03.11.a</p> <p>c. Establish investment goals and objectives. PWR1.2.d, PWR2.7.b, RWC01.01.f, RWC03.11.a, SST03.05.a, SST03.05.d</p>	<p>Academic Content Knowledge Alignment:</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>SST03.05.a-Social Studies, Economics, Analyze strategic spending, saving, and investment options to achieve the objectives of diversification, liquidity, income, and growth (PFL) - Compare and contrast the variety of investments available for a diversified portfolio</p> <p>SST03.05.b-Social Studies, Economics, Analyze strategic spending, saving, and investment options to achieve the objectives of diversification, liquidity, income, and growth (PFL) - Evaluate factors to consider when managing savings and investment accounts</p> <p>SST03.05.d-Social Studies, Economics, Analyze strategic spending, saving, and investment options to achieve the objectives of diversification, liquidity, income, and growth (PFL) - Describe the appropriate types of investments to</p>

	<p>achieve the objectives of liquidity, income and growth</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Apply knowledge of mathematics to problem solve, analyze issues, and make critical decisions that arise in everyday life</p> <p>PWR2.7.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Possess financial literacy and awareness of consumer economics</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC10.02.06 Identify potential business threats and opportunities for protecting a business’s financial well-being. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Describe the concept of insurance. MAT03.05.f, PWR2.7.b, RWC01.01.f, RWC02.06.c, SST03.07.b b. Obtain insurance coverage. RWC02.06.c, RWC04.10.c c. Settle insurance losses. RWC04.10.c d. Identify speculative business risks PWR2.1.a, RWC02.06.c, RWC04.03.c, RWC04.10.c e. Explain the nature of risk management. RWC01.01.f, RWC02.06.c 	<p>Academic Content Knowledge Alignment: MAT03.05.f - Data Analysis, Statistics, and Probability - Probability models outcomes for situations in which there is inherent randomness, quantifying the degree of certainty in terms of relative frequency of occurrence - Analyze, using all tools including graphing technology, the cost of insurance as a method to offset the risk of a situation (PFL)</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC04.03.c - Research and Reasoning - Self-designed research provides insightful information, conclusions, and possible solutions - Evaluate quality, accuracy, and completeness of information and the bias, credibility and reliability of the sources</p> <p>RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p> <p>SST03.07.b-Social Studies, Economics, Identify, develop, and evaluate</p>

	<p>risk-management strategies (PFL) - Explain the function and purpose of insurance</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p> <p>PWR2.7.b-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Personal Responsibility - Possess financial literacy and awareness of consumer economics</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC10.02.07 Obtain business credit and establish financial controls. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Explain the purposes and importance of obtaining business credit. MAT02.06.d, RWC01.01.f b. Analyze critical banking relationships. PWR2.1.a, RWC04.10.c c. Make critical decisions regarding acceptance of bank cards. RWC02.06.c d. Determine financing needed for business operations. MAT02.06.d, PWR1.2.d e. Identify risks associated with obtaining business credit. MAT02.06.d, PWR2.1.a, RWC01.01.f, RWC02.06.c f. Explain sources of financial assistance. MAT02.06.e, RWC01.01.f, RWC03.11.a g. Explain loan evaluation criteria used by lending institutions. MAT02.06.e, RWC01.01.f, RWC03.11.a h. Complete loan application package. PWR1.1.b, RWC04.10.c 	<p>Academic Content Knowledge Alignment: MAT02.06.d - Patterns, Functions, and Algebraic Structures - Quantitative relationships in the real world can be modeled and solved using functions - Evaluate, using all tools including graphing technology, the costs and benefits of credit (PFL)</p> <p>MAT02.06.e - Patterns, Functions, and Algebraic Structures - Quantitative relationships in the real world can be modeled and solved using functions - Analyze various lending sources, services, and financial institutions (PFL)</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>RWC04.10.c - Research and Reasoning - Effective problem-solving</p>

	<p>strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.1.b-Postsecondary & Workforce Readiness, Content Knowledge , Literacy - Write clearly and coherently for a variety of purposes and audiences</p> <p>PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Apply knowledge of mathematics to problem solve, analyze issues, and make critical decisions that arise in everyday life</p> <p>PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p>
High School Expectations	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC10.02.08 Manage financial resources to maintain business solvency. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Describe the nature of budgets. RWC01.01.f, RWC03.11.a b. Explain the nature of operating budgets. RWC01.01.f, RWC03.11.a c. Describe the nature of cost/benefit analysis. RWC01.01.f, RWC03.11.a d. Determine relationships among total revenue, marginal revenue, output, and profit. PWR2.1.a, RWC02.06.c e. Develop company's/department's budget. PWR1.2.d, RWC04.10.c f. Forecast sales. MAT03.05.a, PWR1.2.d, RWC04.10.c g. Calculate financial ratios. MAT01.02.a, PWR1.2.d h. Interpret financial statements. MAT03.03.a, PWR2.1.a, RWC02.08.b, RWC04.10.c 	<p>Academic Content Knowledge Alignment: MAT01.02.a-Mathematics, Number Sense, Properties, and Operations, Formulate, represent, and use algorithms with real numbers flexibly, accurately, and efficiently. - Use appropriate computation methods that encompass estimation and calculation.</p> <p>MAT03.03.a-Mathematics, Data Analysis, Statistics, and Probability, Visual displays and summary statistics condense the information in data sets into usable knowledge - Identify and choose appropriate ways to summarize numerical or categorical data using tables, graphical displays, and numerical summary statistics (describing shape, center and spread) and accounting for outliers when appropriate.</p> <p>MAT03.05.a-Mathematics, Data Analysis, Statistics, and Probability, Probability models outcomes for situations in which there is inherent randomness, quantifying the degree of certainty in terms of relative frequency of occurrence - Develop, using all tools including graphing technology, simulations that demonstrate probability as a long-run relative frequency.</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience</p>

	<p>awareness - Select appropriate technical or specialized language.</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC02.08.b-Reading, Writing, and Communicating, Reading for All Purposes, Increasingly complex informational texts require mature interpretation and study - Evaluate clarity and accuracy of information through close text study and investigation via other sources</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p> <p>PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Apply knowledge of mathematics to problem solve, analyze issues, and make critical decisions that arise in everyday life</p> <p>PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> MAC10.03 Technical Skills: Employ tools and strategies to influence, plan, control, and organize an organization/department. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> MAC10.03.01 Explain the role that business management has in contributing to business success. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<p>a. Explain the concept of management. RWC01.01.f, RWC02.08.b, RWC03.11.a</p>	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and</p>

<p>b. Explain the nature of managerial ethics. RWC01.01.f, RWC02.08.b, RWC03.11.a</p>	<p>informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC02.08.b-Reading, Writing, and Communicating, Reading for All Purposes, Increasingly complex informational texts require mature interpretation and study - Evaluate clarity and accuracy of information through close text study and investigation via other sources</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <hr/> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
---	--



High School Expectations

Concepts and skills students know include:

- MAC10.03.02 Utilize planning tools to guide organization's/ department's activities.

Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<p>a. Explain the nature of business plans. RWC01.01.f, RWC02.08.b, RWC03.11.a</p> <p>b. Develop company goals/objectives PWR1.1.b, RWC04.10.c</p> <p>c. Define business mission. RWC02.08.b, RWC03.11.a</p> <p>d. Conduct an organizational SWOT. PWR2.1.a, RWC04.10.c</p> <p>e. Explain external planning considerations. RWC01.01.f, RWC02.08.b, RWC03.11.a, RWC04.10.c</p> <p>f. Identify and benchmark key performance indicators (e.g., dashboards, scorecards, etc.). RWC02.08.b, RWC03.11.a</p> <p>g. Develop action plans. PWR1.1.b, RWC04.10.c</p> <p>h. Develop business plan. PWR1.1.b, PWR1.2.d, RWC04.10.c</p>	<p>Academic Content Knowledge Alignment:</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC02.08.b-Reading, Writing, and Communicating, Reading for All Purposes, Increasingly complex informational texts require mature interpretation and study - Evaluate clarity and accuracy of information through close text study and investigation via other sources</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p> <hr/> <p>Learning & Behavioral Skills (Inquiry, Application in Society &</p>

	<p>Technology & Nature of...): PWR1.1.b-Postsecondary & Workforce Readiness, Content Knowledge , Literacy - Write clearly and coherently for a variety of purposes and audiences</p> <p>PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Apply knowledge of mathematics to problem solve, analyze issues, and make critical decisions that arise in everyday life</p> <p>PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC10.03.03 Implement control activities that promote growth and development of the organization/department. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<p>a. Describe the nature of managerial control (control process, types of control, what is controlled). RWC01.01.f</p> <p>b. Analyze operating results in relation to budget/industry. MAT03.03.a, PWR2.1.a, RWC02.08.b</p> <p>c. Track performance of business plan.PWR2.1.d, RWC02.08.b</p>	<p>Academic Content Knowledge Alignment: MAT03.03.a-Mathematics, Data Analysis, Statistics, and Probability, Visual displays and summary statistics condense the information in data sets into usable knowledge - Identify and choose appropriate ways to summarize numerical or categorical data using tables, graphical displays, and numerical summary statistics (describing shape, center and spread) and accounting for outliers when appropriate</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC02.08.b-Reading, Writing, and Communicating, Reading for All Purposes, Increasingly complex informational texts require mature interpretation and study - Evaluate clarity and accuracy of information through close text study and investigation via other sources</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p> <p>PWR2.1.d-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Collect and analyze quantitative and</p>

	qualitative data and research
Prepared Completer Competencies: <ul style="list-style-type: none"> MAC10.04 Technical Skills: Identify, understand and implement processes and systems used to monitor, plan, and control day-to-day business activities. 	
High School Expectations	
Concepts and skills students know include: <ul style="list-style-type: none"> MAC10.04.01 Implement expense-control strategies to enhance a business's financial well-being. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Explain the nature of overhead/operating costs. RWC01.01.f b. Explain employee's role in expense control. RWC01.01.f c. Control use of supplies. RWC02.08.b, RWC04.10.c d. Conduct breakeven analysis. MAT02.05.c, PWR1.2.d, RWC02.08.b, RWC04.10.c e. Negotiate service and maintenance contracts RWC04.10.c. f. Negotiate lease or purchase of facility. RWC04.10.c g. Develop expense control plans. PWR2.1.a, RWC02.08.b, RWC03.11.a, RWC04.10.c h. Use budgets to control operations. PWR1.2.d, RWC02.08.b, RWC04.10.c 	Academic Content Knowledge Alignment: MAT02.05.c-Mathematics, Patterns, Functions, and Algebraic Structures, Solutions to equations, inequalities and systems of equations are found using a variety of tools - Solve, using all tools including graphing technology, systems of linear equations and inequalities with two variables. RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language RWC02.08.b-Reading, Writing, and Communicating, Reading for All Purposes, Increasingly complex informational texts require mature interpretation and study - Evaluate clarity and accuracy of information through close text study and investigation via other sources RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR1.2.d-Postsecondary & Workforce Readiness, Content Knowledge , Mathematical Sciences - Apply knowledge of mathematics to problem solve, analyze issues, and make critical decisions that arise in everyday life PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical

	skills
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC10.04.02 Maintain property and equipment necessary for ongoing business activities. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Identify routine activities for maintaining business facilities and equipment. RWC03.11.a b. Plan maintenance program. RWC04.10.c 	<p>Academic Content Knowledge Alignment: RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p>
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> MAC10.05 Technical Skills: Create, communicate, and deliver value to customers while managing customer relationships. 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> MAC10.05.01 Perform customer service activities to support customer relationships and encourage repeat business. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Process customer orders. PWR2.6.e, RWC04.10.c b. Process customer returns. PWR2.6.e, RWC04.10.c 	<p>Academic Content Knowledge Alignment: RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p>
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
	PWR2.6.e-Postsecondary & Workforce Readiness, Learning and Behavior Skills,

		Work Ethic - Take responsibility for completion of work
High School Expectations		
Concepts and skills students know include:		
<ul style="list-style-type: none"> MAC10.05.02 Utilize technology to facilitate customer relationship management. 		
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies	
<ul style="list-style-type: none"> a. Explain the use of databases in customer relationship management (CRM) RWC01.01.f, RWC03.11.a b. Use CRM technology PWR2.2.a, RWC04.10.c 	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.2.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Find and Use Information/Information Technology - Select, integrate, and apply appropriate technology to access and evaluate new information</p>	
Prepared Completer Competencies:		
<ul style="list-style-type: none"> MAC10.06 Technical Skills: Employ systems, strategies, and techniques used to collect, organize, analyze, and share information in an organization. 		
High School Expectations		
Concepts and skills students know include:		
<ul style="list-style-type: none"> MAC10.06.01 Explain the nature and scope of knowledge management practices within a business. 		
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies	
<ul style="list-style-type: none"> a. Explain the nature of knowledge management. RWC01.01.f, RWC02.06.c, RWC03.11.a b. Discuss the role of ethics in knowledge management. RWC01.01.f, RWC01.06.b c. Explain the use of technology in knowledge management. RWC01.01.f, RWC02.06.,c RWC03.11.a 	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal</p>	

<p>d. Explain legal considerations for knowledge management. RWC01.01.f, RWC02.06.c, RWC03.11.a</p>	<p>requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p>
<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>	



High School Expectations

Concepts and skills students know include:

- MAC10.06.02 Use knowledge management strategies to improve the performance and competitive advantage of an organization.

Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<p>a. Identify techniques that can be used to capture and transfer knowledge in an organization. PWR2.2.a, RWC01.01.f, RWC02.06.c, RWC03.11.a</p> <p>b. Determine factors causing loss of organizational knowledge. PWR2.1.a, RWC01.01.f, RWC02.06.c, RWC03.11.a</p> <p>c. Implement knowledge-management strategies. RWC04.10.c</p>	<p>Academic Content Knowledge Alignment:</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p>
<p>Learning & Behavioral Skills (Inquiry, Application in Society &</p>	

	<p>Technology & Nature of...): PWR2.1.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Apply logical reasoning and analytical skills</p> <p>PWR2.2.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Find and Use Information/Information Technology - Select, integrate, and apply appropriate technology to access and evaluate new information</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> • MAC10.07 Technical Skills: Plan, implement, monitor, and evaluate business projects. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • MAC10.07.01 Utilize project management skills to start, run, and complete projects. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Explain the nature of a project life cycle. RWC01.01.f, RWC02.06.c, RWC03.11.a b. Explain standard project-management processes. RWC01.01.f, RWC02.06.c, RWC03.11.a c. Coordinate schedules and activities. PWR2.9.a, RWC04.10.c d. Track project progress and results. PWR2.1.d, RWC04.10.c 	<p>Academic Content Knowledge Alignment: RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support - Develop texts that define or classify a topic</p> <p>RWC04.10.c - Research and Reasoning - Effective problem-solving strategies require high-quality reasoning - Implement a purposeful and articulated process to solve a problem</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...): PWR2.1.d-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Critical Thinking and Problem Solving - Collect and analyze quantitative and</p>

	<p>qualitative data and research</p> <p>PWR2.9.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Collaboration - Work effectively with others</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> MAC10.08 Technical Skills: Implement, monitor and evaluate quality standards in order to ensure high quality. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> MAC10.08.01 Explain the nature and scope of quality management practices within a business. 	
<p>Evidence Outcomes - Students can:</p> <ul style="list-style-type: none"> a. Explain the nature of quality management. RWC01.01.f, RWC02.06.c, RWC03.11.a b. Describe the nature of quality management frameworks (e.g., Six Sigma, ITIL, CMMI). RWC01.01.f, RWC02.06.c, RWC03.11.a c. Discuss the need for continuous improvement of the quality process. RWC01.06.b 	<p>21st Century Skills and Readiness Competencies</p> <p>Academic Content Knowledge Alignment:</p> <p>RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language</p> <p>RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal</p> <p>RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence</p> <p>RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> MAC10.09 Technical Skills: Examine and employ risk management strategies and techniques in order to minimize potential 	

business loss.

High School Expectations

Concepts and skills students know include:

- MAC10.09.01 Explain the nature and scope of risk management practices within a business.

Evidence Outcomes - Students can:

- Explain the role of ethics in risk management. RWC01.01.f, RWC02.06.c, RWC03.11.a
- Describe the use of technology in risk management. PWR2.2.a, RWC01.01.f, RWC02.06.c, RWC03.11.a
- Discuss legal considerations affecting risk management. RWC01.06.b

21st Century Skills and Readiness Competencies

Academic Content Knowledge Alignment:

RWC01.01.f - Oral Expression and Listening - Effective speaking in formal and informal settings requires appropriate use of methods and audience awareness - Select appropriate technical or specialized language

RWC01.06.b-Reading, Writing, and Communicating, Oral Expression and Listening, Effectively operating in small and large groups to accomplish a goal requires active listening - Contribute effectively in both small and large groups to collaboratively accomplish a goal

RWC02.06.c-Reading, Writing, and Communicating, Reading for All Purposes, The development of new ideas and concepts within informational and persuasive manuscripts - Compare the development of an idea or concept in multiple texts supported by text-based evidence

RWC03.11.a-Reading, Writing, and Communicating, Writing and Composition, Informational and persuasive texts develop a topic and establish a controlling idea or thesis with relevant support

Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):

PWR2.2.a-Postsecondary & Workforce Readiness, Learning and Behavior Skills, Find and Use Information/Information Technology - Select, integrate, and apply appropriate technology to access and evaluate new information