Ohio CTE

Career Based Intervention Pathways (2011): 7-12

Social and Emotional Skills 1

1 **Manage one's own emotions and behavior.** 1.1

1 Describe factors that create stress or motivate successful performance. 1.1.1

2 Apply strategies to motivate successful performance and to manage stress. 1.1.2

3 Analyze how thoughts and emotions affect decision making and responsible behavior. 1.1.3

4 Evaluate how expressing one's own emotions in different situations affects others. 1.1.4

5 Develop methods and implement strategies to control impulses. 1.1.5

6 Generate ways to develop positive attitudes and develop replacement strategies. 1.1.6

7 Discuss how expressing positive attitudes influences others. 1.1.7

8 Channel emotions into something more positive. 1.1.8

9 Resolve conflicts to maximize positive outcomes. 1.1.9

10 Describe the nature of emotional intelligence. 1.1.10

2 **Recognize character traits and external supports for best performance.** 1.2

1 Describe how character traits influence choices and successes. 1.2.1

2 Describe how making use of school and community supports and opportunities can contribute to school and life success. 1.2.2

3 Build personal strengths and identify areas for improvement. 1.2.3

4 Explain, develop and utilize positive adult role models and support systems contribute to school and life success. 1.2.4

5 Implement a plan to build on strengths, meet a personal need or address a challenge. 1.2.5

6 Evaluate how developing interests and filling useful roles support school and life success. 1.2.6

3 **Demonstrate skills related to achieving personal and academic goals.** 1.3

1 Set a short-term goal and make a plan for achieving it. 1.3.1

Identify strategies to make use of resources and overcome obstacles to achieve goals. 1.3.2

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3 Apply strategies to overcome obstacles to achieve goal. 1.3.3

4 Monitor progress toward achieving a goal. 1.3.4

5 Evaluate performance against identified criteria. 1.3.5

6 Analyze why the goal was achieved or not achieved. 1.3.6

4 Recognize and respect the feelings and perspectives of others. 1.4

1 Predict others' feelings and perspectives in a variety of situations. 1.4.1

2 Analyze how one's behavior may impact others. 1.4.2

3 Analyze similarities and differences between one's own and others' perspectives. 1.4.3

4 Use conversation skills to understand others' feeling and perspectives. 1.4.4

5 Demonstrate how to express understanding of those who hold different opinions. 1.4.5

6 Demonstrate ways to express empathy for others. 1.4.6

7 Respect the privacy of others. 1.4.7

8 Explain how cultural differences can impact people's perspectives. 1.4.8

5 Discuss individual and group similarities and differences. 1.5

1 Explain how individual, social and cultural differences may lead to conflict and discuss how to address this. 1.5.1

2 Describe how personal choice influences others. 1.5.2

3 Explain the origins and negative effects of stereotyping and prejudice. 1.5.3

4 Demonstrate respect for individuals' social and cultural groups. 1.5.4

5 Identify strategies for being respectful of others and opposing stereotyping and prejudice. 1.5.5

6 Describe how advocacy for the rights of others contribute to the common good. 1.5.6

7 Value the differences in others. 1.5.7

8 Exhibit cultural sensitivity. 1.5.8

6 Resolve interpersonal conflicts in a constructive way. 1.6

1 Use strategies for preventing and resolving interpersonal problems. 1.6.1

2 Define peer pressure and evaluate strategies for dealing with it. 1.6.2

3 Describe how listening and communicating effectively help in resolving conflicts. 1.6.3

4 Discuss how conflict-resolution skills contribute to work within a group. 1.6.4

5 Describe the effects of using negotiation skills to reach solutions. 1.6.5

6 Identify current conflict-resolution skills and plan how to improve them. 1.6.6

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7 **Apply decision-making skills to handle daily academic and social situations.** 1.7

1 Describe how decision-making skills improve study habits and academic skills to establish responsible social and work relationships. 1.7.1

2 Evaluate personal abilities to gather information, generate alternatives, and anticipate the consequences of decisions. 1.7.2

3 Apply decision-making skills to establish responsible social and work relationships. 1.7.3

4 Describe how present decision-making affects college and career choices. 1.7.4

5 Explain how responsible decision-making affects interpersonal and group relationships. 1.7.5

8 **Contribute to the well-being of one's school and community.** 1.8

1 Review one's school and community service participation. 1.8.1

2 Plan, implement and evaluate one's participation in activities and organizations that improve school climate and contribute to one's local community. 1.8.2

3 Work cooperatively with others to plan, implement and evaluate a community or school service project. 1.8.3

9 **Develop personal traits to foster career advancement.** 1.9

1 Identify desirable personality traits important to business. 1.9.1

2 Exhibit self-confidence without arrogance. 1.9.2

3 Demonstrate interest and enthusiasm. 1.9.3

4 Demonstrate initiative. 1.9.4

5 Explain the concept of self-esteem. 1.9.5

6 Demonstrate responsible behavior. 1.9.6

7 Demonstrate honesty and integrity. 1.9.7

8 Demonstrate ethical work habits. 1.9.8

9 Explain energy and passion for work. 1.9.9

10 Demonstrate a willingness to learn. 1.9.10

10 **Describe how conflict originates and impacts behavior.** 1.10

1 Identify the basic psychological needs that motivate behavior (e.g. belonging, power, freedom). 1.10.1

2 Discuss the roles that different values play in generating conflict. 1.10.2

3 Identify how the effects of substance abuse, mental health, personality, economics, education and disabilities can create conflict. 1.10.3

11 **Describe different responses to conflict as they relate to results.** 1.11

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1 Describe the soft response approach (e.g. avoidance, compromise and accommodation) and the typical reasons for using that approach. 1.11.1

2 Describe the hard response approach (e.g. force, threats, aggression and anger) and the typical reasons for using that approach. 1.11.2

3 Describe the principled response approach (e.g. good communication skills, problem solving skills and the ability to see the problem from more than one perspective) and the typical reasons for using that approach. 1.11.3

4 Describe ways to anticipate conflict before it arises in order to avoid dealing with it. 1.11.4

5 Recognize that conflict can be positive and an opportunity for better decision-making. 1.11.5

6 Resolve conflicts with diplomacy to maximize positive outcomes. 1.11.6

12 Embrace change as an opportunity. 1.12

1 Discuss how change can be an opportunity. 1.12.1

2 Demonstrate optimism in a changing environment. 1.12.2

3 Recognize rapid, constant change as the “new normal.” 1.12.3

4 Identify ways to take advantages of change. 1.12.4

13 Develop and use networking techniques to create professional relationships. 1.13

1 Explain the importance of professional networking. 1.13.1

2 Identify ways that people network. 1.13.2

3 Utilize a personal pitch or “elevator speech.” 1.13.3

4 Use social media to network. 1.13.4

5 Demonstrate networking skills. 1.13.5

6 Develop a personal message to communicate your value. 1.13.6

7 Describe negative consequences that can occur from personal data placed on social networking sites. 1.13.7

14 Manage stressful situations. 1.14

1 Explain the nature of stress management. 1.14.1

2 Apply stress management techniques to the appropriate situation. 1.14.2

3 Recognize that most negative situations are not meant as personal affronts. 1.14.3

4 Recognize that a person’s perception is her/his reality. 1.14.4

5 Focus on the person’s perspective during stressful situations. 1.14.5

6 Use appropriate assertiveness. 1.14.6

7 Identify the positive components of stress. 1.14.7

8 Use stress effectively. 1.14.8

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15 Implement teamwork techniques. 1.15

1. Define teamwork as it occurs in various situations. 1.15.1
2. Identify characteristics of a team player. 1.15.2
3. Participate as a team member. 1.15.3
4. Acknowledge other team members' contributions. 1.15.4
5. Add to other team members' contributions. 1.15.5
6. Assist team members as needed. 1.15.6
7. Use consensus building skills. 1.15.7
8. Create trust. 1.15.8
9. Negotiate agreements. 1.15.9
10. Evaluate team processes. 1.15.10
11. Encourage team building. 1.15.11
12. Motivate team members. 1.15.12
13. Use facilitation skills in a team environment. 1.15.13
14. Identify a team mission. 1.15.14

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16 Employ leadership skills. 1.16

1. Explain the concept of leadership. 1.16.1
2. Distinguish between leadership and management. 1.16.2
3. Determine personal vision. 1.16.3
4. Demonstrate adaptability. 1.16.4
5. Demonstrate a goal orientation. 1.16.5
6. Demonstrate skills to lead positive, needed changes. 1.16.6
7. Develop an action plan to accomplish benchmarks. 1.16.7
8. Lead by example. 1.16.8
9. Enlist others in working toward a shared vision. 1.16.9
10. Demonstrate entrepreneurial spirit in personal and professional life (e.g. innovation, creativity, initiative). 1.16.10
11. Investigate the benefits and risks of having an entrepreneurial spirit. 1.16.11
12. Know when to lead and when to follow. 1.16.12
13. Recognize the contributions of all employees to the greater good. 1.16.13

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17 Manage internal and external relationships to foster positive interactions. 1.17

1. Treat others fairly. 1.17.1
2. Describe ethics in human resources issues. 1.17.2
3. Foster positive relationships. 1.17.3
4. Embrace diversity (e.g. personality, age, gender, religion). 1.17.4

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5 Maintain collaborative partnerships with colleagues. 1.17.5

6 Explain the impact of culture within an organization. 1.17.6

Postsecondary and Career Preparation 2

1 Explore time management strategies related to personal, educational and workplace goals. 2.1

1 Identify time management techniques that help meet goals (e.g. setting priorities, using schedules and planners, avoiding procrastination, multi-tasking). 2.1.1

2 Describe barriers and choices that prevent or interfere with time management (e.g. procrastination). 2.1.2

3 Differentiate discretionary and non-discretionary time use. 2.1.3

4 Describe various time management systems. 2.1.4

5 Utilize time management strategies to meet education and workplace needs. 2.1.5

2 Develop a plan for on-time graduation. 2.2

1 Identify graduation requirements (assessments, courses, etc.). 2.2.1

2 Identify current status related to graduation coursework. 2.2.2

3 Compare current status to graduation requirements. 2.2.3

4 Identify strengths and weaknesses related to academic coursework. 2.2.4

5 Determine academic areas where assistance may be needed. 2.2.5

6 Identify resources for assistance. 2.2.6

7 Seek assistance as needed. 2.2.7

8 Take responsibility for your actions and your goals. 2.2.8

9 Explain why on-time graduation is important (i.e. earnings, quality of life). 2.2.9

3 Describe workforce, workplace and personal issues impacting careers. 2.3

1 Identify social, economic and global trends impacting employment opportunities including: outsourcing; minimum wage; multi-cultural expectations and understandings; and changes in pensions and social security. 2.3.1

2 Explain implications of life and work changes (e.g. multiple careers in a lifetime, work from home technologies, emerging careers, barriers and failures). 2.3.2

3 Describe the impact of factors such as population, climate, employment trends and geographic location on occupational opportunities. 2.3.3

4 Demonstrate knowledge of consequences of personal actions (family, friends, crime, goal achievement, etc.). 2.3.4

5 Recognize the need to be personally responsible for retirement. 2.3.5

4 Describe career opportunities in each of the 16 career fields. 2.4

1 Describe career opportunities in agricultural and environmental systems. 2.4.1

2 Describe career opportunities in arts and communications. 2.4.2

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3 Describe career opportunities in business and administrative services. 2.4.3

4 Describe career opportunities in construction technologies. 2.4.4

5 Describe career opportunities in education and training. 2.4.5

6 Describe career opportunities in engineering and science technologies. 2.4.6

7 Describe career opportunities in finance. 2.4.7

8 Describe career opportunities in government and public administration. 2.4.8

9 Describe career opportunities in health science. 2.4.9

10 Describe career opportunities in hospitality and tourism. 2.4.10

11 Describe career opportunities in human services. 2.4.11

12 Describe career opportunities in information technology. 2.4.12

13 Describe career opportunities in law and public safety. 2.4.13

14 Describe career opportunities in manufacturing technologies. 2.4.14

15 Describe career opportunities in marketing. 2.4.15

16 Describe career opportunities in transportation systems. 2.4.16

17 Describe trends in career opportunities. 2.4.17

18 Describe emerging career opportunities. 2.4.18

19 Continually research and evaluate career opportunities. 2.4.19

20 Identify career opportunities that cross career fields. 2.4.20

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5 Identify career interests, skills, and aptitudes for career readiness. 2.5

1 Develop profile of interests, attitudes, goals, skills, aptitudes and expectations related to career options. 2.5.1

2 Identify career information resources (e.g. Ohio Career Information System [OCIS]). 2.5.2

3 Complete career-related assessments. 2.5.3

4 Use a range of resources to obtain career information 2.5.4

5 Recognize factors affecting career choices. 2.5.5

6 Match career fields to personal interests, talents, goals and abilities. 2.5.6

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6 **Complete additional research on selected career interests.** 2.6

1 Describe labor market projections for career interests. 2.6.1

2 Identify education and training needed. 2.6.2

3 Identify wages and benefits. 2.6.3

4 Describe working conditions. 2.6.4

5 Describe physical, mental and emotional requirements of career. 2.6.5

6 Determine where jobs in various career fields are primarily located. 2.6.6

7 Identify licensure, certifications, and/or credentials needed for career. 2.6.7

7 **Create opportunities to gain additional career-related experiences.** 2.7

1 Describe opportunities to obtain career-related experience (volunteering, job shadowing, mentoring, interviews, internships, etc.). 2.7.1

2 Develop a plan to obtain career-related experience in areas of career interests. 2.7.2

3 Maintain a record of career-related experiences. 2.7.3

8 **Explain apprenticeships** 2.8

1 Define apprentice, apprenticeships, and apprenticeable occupations (e.g. Architectural Internship Development Program- AIDP, Engineer in Training-EIT). 2.8.1

2 Define journeyperson and indentured. 2.8.2

3 Contrast registered and non-registered apprenticeships. 2.8.3

4 Distinguish related instruction from on-the-job training in an apprenticeship pathway. 2.8.4

5 Identify the advantages and disadvantages of apprenticeships. 2.8.5

9 **Explore postsecondary education options related to career interests.** 2.9

1 Identify academic, communication and interpersonal skills and knowledge associated with a successful postsecondary experience. 2.9.1

2 Identify postsecondary coursework needed for career interests. 2.9.2

3 List postsecondary institutions offering necessary coursework and credentials. 2.9.3

4 Describe requirements for enrolling in postsecondary institutions. 2.9.4

10 **Describe the process for enrolling in a postsecondary institution.** 2.10

1 Identify variables associated with making a postsecondary education decision (e.g. tuition and living costs, location, majors/programs, financial aid, scholarships, institution size and reputation, living arrangements, security, child care). 2.10.1

2 Acquire and assess pertinent information on postsecondary institutions. 2.10.2

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3 Compare and contrast placement services, internships and employment opportunities. 2.10.3

4 Describe admission documents and processes. 2.10.4

11 Develop an individual academic and career plan for on-time graduation and career success. 2.11

1 Complete an academic plan for on-time graduation and career entry. 2.11.1

2 Complete a career plan to enter and advance in career chosen (i.e. Ohio Career Information System). 2.11.2

3 Develop options and alternatives as part of the academic and career plan. 2.11.3

12 Implement job search skills. 2.12

1 Develop (i.e. video, written) resumes that meet employer expectations. 2.12.1

2 Recognize possible job search resources (e.g. family, neighbors, friends). 2.12.2

3 Explore career possibilities through volunteer activities, a national data base and one stop career centers. 2.12.3

4 Cite examples of jobs and the required qualifications or background. 2.12.4

5 Explore employment opportunities locally, nationally, and globally. 2.12.5

6 Utilize job hunting skills (e.g. finding job postings, sending out resumes, scheduling interviews). 2.12.6

7 Develop effective interview skills and recognize and respond to discriminatory questions and practices. 2.12.7

8 Use networking skills to assist in job search. 2.12.8

9 Describe the concept of “flexible workplaces.” 2.12.9

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13 **Develop orientation skills for a new job.** 2.13

1 Utilize formal and informal sources of information for new employees that explain rules and procedures. 2.13.1

2 Identify requirements of on-the-job training. 2.13.2

3 Describe the purpose of a probationary period of employment. 2.13.3

4 Describe the importance of the workplace chain of command. 2.13.4

5 Describe the importance of listening and asking questions while orienting to a new job. 2.13.5

6 Describe the importance of human relations in orienting successfully to a new job. 2.13.6

7 Identify appropriate persons and departments to answer various types of questions. 2.13.7

8 Complete entry paperwork. 2.13.8

9 Identify appropriate use of electronic communications (texting, email, etc.). 2.13.9

10 Identify the timeline for enrollment in benefit programs. 2.13.10

14 **Prepare for career advancement** 2.14

1 Identify advancement opportunities (i.e., internally and externally). 2.14.1

2 Demonstrate quality work. 2.14.2

3 Describe the career ladder requirements for various occupations. 2.14.3

4 Explain the employment issues associated with promotions. 2.14.4

5 Discuss the need to enroll and complete training programs. 2.14.5

6 Maintain a résumé, a list of references and a portfolio. 2.14.6

7 Advocate for self. 2.14.7

8 Be proactive in advancing in a career. 2.14.8

9 Demonstrate continuous improvement. 2.14.9

15 **Display responsible behaviors at work to retain employment.** 2.15

1 Demonstrate integrity. 2.15.1

2 Demonstrate promptness and willingness to work. 2.15.2

3 Take responsibility for prioritizing and completing work assignments accurately, on time, efficiently and to a high standard. 2.15.3

4 Show initiative in carrying out assignments. 2.15.4

5 Demonstrate self-management skills. 2.15.5

6 Avoid absenteeism and call in appropriately. 2.15.6

7 Maintain appropriate grooming and hygiene. 2.15.7

8 Follow company policies related to personal business in the job setting. 2.15.8

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9 Adapt to varied roles and responsibility and demonstrate flexibility. 2.15.9

10 Work effectively in a climate of ambiguity and changing priorities. 2.15.10

11 Demonstrate appropriate risk-taking and learn from mistakes. 2.15.11

12 Demonstrate dedication, enthusiasm, passion and energy for the job. 2.15.12

13 Demonstrate ways to adapt to change. 2.15.13

14 Demonstrate the ability to work without supervision and to work in flexible environments (home-based, travel-based, flexible time, flat work place without supervision). 2.15.14

16 Describe ways to balance work and family responsibilities. 2.16

1 Describe the types of family issues that can impact work. 2.16.1

2 Describe the types of work issues that can impact family. 2.16.2

3 Identify workplace offerings that assist with family and personal issues. 2.16.3

4 Describe ways to handle conflicts between work and family. 2.16.4

5 Use technology to help manage work and life. 2.16.5

17 Describe appropriate processes for resigning from employment. 2.17

1 Identify employer policies for resigning employment. 2.17.1

2 Describe the components of a resignation letter. 2.17.2

3 Describe the consequences of leaving a job without following appropriate resignation processes. 2.17.3

4 Describe employer policies regarding compensation of leave, pay, and possible extension of insurance benefits. 2.17.4

5 Discuss employment contracts versus at-will employment. 2.17.5

6 Exit employment in a positive manner. 2.17.6

18 Develop an ongoing career plan. 2.18

1 Demonstrate ability to analyze past experiences in a constructive manner to improve future workplace success. 2.18.1

2 Identify ways to evaluate personal and professional skill sets and accomplishments. 2.18.2

3 Explain the importance of workplace skills that cross career areas. 2.18.3

4 Describe the importance of continual reflection on job productivity and effectiveness. 2.18.4

5 Describe the importance of continual learning on the job. 2.18.5

6 Update career plan frequently. 2.18.6

7 Document successes. 2.18.7

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Financial Literacy 3

1 **Describe the fundamental principles of money needed to make financial exchanges.** 3.1

1 Explain forms of financial exchange (cash, credit, debit, electronic funds transfer). 3.1.1

2 Identify types of currency (paper money, coins, bank notes, government bonds and treasury notes). 3.1.2

3 Explain essential elements of a negotiable instrument. 3.1.3

4 Describe functions of money (medium of exchange, unit of measure, store of value) 3.1.4

5 Describe sources of income (wages/salaries, interest, rent, dividends, transfer payments). 3.1.5

6 Explain the time value of money. 3.1.6

7 Explain the purposes for and importance of credit. 3.1.7

8 Explain legal responsibilities associated with financial exchanges. 3.1.8

2 **Analyze personal financial needs and goals.** 3.2

1 Describe common financial needs (e.g. college, retirement, rent, utilities, insurance). 3.2.1

2 Explain basic financial vocabulary (credit, debt, profit, loss, bottom line). 3.2.2

3 Identify personal income and expenses. 3.2.3

4 Explain how income affects lifestyle and spending choices. 3.2.4

5 Explain a balanced spending plan and create a personal budget. 3.2.5

6 Evaluate and identify appropriate risk management options (i.e. types of insurance, savings). 3.2.6

7 Explain importance of legal and written documentation to protect individuals. 3.2.7

8 Set financial goals. 3.2.8

9 Explain the impact of personal finances on employment. 3.2.9

10 Explain the consequences of bankruptcy. 3.2.10

11 Interpret a credit report and validate credit history. 3.2.11

3 **Describe work-related finances.** 3.3

1 Identify parts of a paycheck. 3.3.1

2 Identify and explain the reason for payroll deductions. 3.3.2

3 Describe how payroll deductions can be changed. 3.3.3

4 Identify the components of a benefit plan. 3.3.4

5 Describe the worth of benefits. 3.3.5

6 Describe various compensation options to determine which best fits individual needs. 3.3.6

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7 Explain and compute interest rates. 3.3.7

8 Locate and use resources if questions arise. 3.3.8

9 Explain electronic deposits. 3.3.9

4 Manage personal finances. 3.4

1 Describe tax liabilities. 3.4.1

2 Maintain financial records. 3.4.2

3 Read and reconcile bank statements. 3.4.3

4 Describe the impact of bank account and credit card fees and charges. 3.4.4

5 Demonstrate the wise use of credit. 3.4.5

6 Validate credit history. 3.4.6

7 Discuss why and how a loan is obtained. 3.4.7

8 Protect against identity theft. 3.4.8

9 Prepare personal income tax forms. 3.4.9

5 Explain the use of financial services providers. 3.5

1 Describe types of financial services providers (banks, credit unions, loan services). 3.5.1

2 Discuss considerations in selecting a financial services provider. 3.5.2

6 Identify investment strategies to ensure personal financial well-being. 3.6

1 Explain types of investments. 3.6.1

2 Assess the many factors that influence financial planning. 3.6.2

3 Adjust the financial plan to accommodate changes in funds. 3.6.3

4 Explain how and why investments are important. 3.6.4

5 Describe the power of compounding interest. 3.6.5

6 Establish investment goals and objectives. 3.6.6

7 Describe the concept of wealth building. 3.7

1 Identify the level of risk involved with investment options. 3.7.1

2 Identify the potential returns related to investment options. 3.7.2

3 Describe the differences between renting and buying. 3.7.3

4 Describe the reasons to have insurance. 3.7.4

5 Identify ways to maximize contributions to pre-tax retirement plans. 3.7.5

8 Describe basic financial concepts of business. 3.8

Identify an organization’s revenue sources and expenditures. 3.8.1

Compare a personal budget to a business budget. 3.8.2

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3 Identify and explain parts of a business budget. 3.8.3

4 Identify and explain parts of a profit-and-loss statement. 3.8.4

5 Explain how quality and customer satisfaction affect profit. 3.8.5

6 Explain the impact of budget constraints. 3.8.6

Information, Media and Technological Literacy 4

1 Use computer systems. 4.1

1 Discuss the scope of computer systems. 4.1.1

2 Explain the scope of data communications tools. 4.1.2

3 Explain the use of basic operating systems. 4.1.3

4 Develop a system to manage files. 4.1.4

5 Compress or alter files. 4.1.5

6 Use control panel components. 4.1.6

7 Access data through various computer drives. 4.1.7

2 Describe aspects of the Internet. 4.2

1 Explain the extension designations of domain names. 4.2.1

2 Discuss the role of organizations in administering Internet activities. 4.2.2

3 Explain the role of internet service providers (ISPs). 4.2.3

4 Describe types of resources that can be accessed through the Internet (e.g. Web pages, social media, USENET newsgroups, listservs, files and programs, email). 4.2.4

5 Discuss the use of bookmarks. 4.2.5

6 Explain how to organize bookmarks. 4.2.6

7 Describe tools useful for navigating the Internet. 4.2.7

8 Identify the risks involved in using the Internet. 4.2.8

9 Explain the complete lack of privacy for Internet interactions. 4.2.9

3 Use computer applications. 4.3

1 Demonstrate basic Web search skills to obtain needed information. 4.3.1

2 Demonstrate basic email functions. 4.3.2

3 Demonstrate use of personal information management and productivity applications. 4.3.3

4 Demonstrate word processing skills. 4.3.4

5 Use advanced word processing features. 4.3.5

6 Use design and presentation software. 4.3.6

Use writing/publishing software. 4.3.7

Create and use databases. 4.3.8

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9 Demonstrate basic spreadsheet applications. 4.3.9

10 Use email appropriately. 4.3.10

11 Identify when email is appropriate and when it is not. 4.3.11

4 Use advanced computer applications. 4.4

1 Use advanced spreadsheet functions. 4.4.1

2 Use integrated business software application packages (e.g. accounting and payroll). 4.4.2

3 Utilize collaborative/groupware applications (wikis, google docs, shareware). 4.4.3

4 Use digital skills to network and create an appropriate online presence (e.g. web page, blogs, social media, mobile). 4.4.4

5 Use digital technologies, communication/networking tools and social networks appropriately to access and manage information. 4.4.5

5 Demonstrate creative thinking to develop innovative products and processes using technology. 4.5

1 Apply existing knowledge to generate new ideas, products or processes. 4.5.1

2 Create original, media-rich products. 4.5.2

3 Identify technology-oriented trends and forecast possibilities. 4.5.3

6 Use digital media to communicate and work collaboratively, including at a distance. 4.6

1 Publish work-related digital products. 4.6.1

2 Communicate information and ideas using technology tools and resources. 4.6.2

3 Contribute to team projects to produce original works or solve problems using technological tools and resources. 4.6.3

4 Analyze data using technological tools to identify trends, solutions and make informed decisions. 4.6.4

5 Use online resources to collaborate, research, publicize, communicate, and increase productivity. 4.6.5

7 Demonstrate knowledge of technology concepts, systems and operations. 4.7

1 Use technology as a tool to research, organize, evaluate and communicate information. 4.7.1

2 Select and use applications effectively to complete work. 4.7.2

3 Use appropriate resources to troubleshoot systems and applications. 4.7.3

4 Transfer current knowledge to learning of new technologies. 4.7.4

8 Use information accurately and creatively to solve problems. 4.8

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1 Access information efficiently and effectively. 4.8.1

2 Evaluate information used. 4.8.2

3 Manage the flow of information from a variety of sources. 4.8.3

4 Describe the ethical and legal issues surrounding access and use of information. 4.8.4

9 Analyze media messages. 4.9

1 Demonstrate knowledge of how and why media messages are constructed. 4.9.1

2 Identify the purposes of media messages and assess messages for potential bias. 4.9.2

3 Describe how individuals interpret media messages differently. 4.9.3

4 Evaluate how media can influence beliefs and behaviors. 4.9.4

5 Describe the legal and ethical issues surrounding access and use of media. 4.9.5

6 Use the most appropriate media creation tools to create media products and messages. 4.9.6

7 Recognize that media messages are opinions. 4.9.7

8 Validate messages before taking actions. 4.9.8

HEALTH AND WELLNESS LITERACY 5

1 Use critical thinking skills related to personal wellness and health. 5.1

1 Evaluate healthy and unhealthy alternatives in decision-making. 5.1.1

2 Evaluate effectiveness of health-related decisions. 5.1.2

3 Use knowledge of relevant terminology (i.e. deductible, co-pay, catastrophic, coverage). 5.1.3

4 Seek multiple perspectives when asking for assistance to make health-related decisions. 5.1.4

5 Consider impact of health- related decisions. 5.1.5

6 Analyze the influence of family, peers, health professionals, culture, media, and technology. 5.1.6

7 Determine reliability, accuracy and dependability of health information sources. 5.1.7

8 Access valid information about health products and services. 5.1.8

9 Describe long-term and short-term disability options. 5.1.9

10 Explain employer drug screening and disclose medications appropriately. 5.1.10

11 Explain the consequences of contract labor on health decisions. 5.1.11

12 Describe the impact of poor health decisions (drugs, alcohol, nicotine) on health and employment, including potential insurance and employment consequences. 5.1.12

13 Ask questions and be assertive when receiving medical advice. 5.1.13

4 Determine the costs of benefits provided by an employer. 5.1.14

5 Explain the health impact of a loss of benefits. 5.1.15

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2 **Demonstrate goal setting for personal health and well being.** 5.2

1 Evaluate health status and develop goals to enhance health. 5.2.1

2 Engage in an ongoing cycle of goal-setting, implementation, evaluation and readjustment to enhance health and well being. 5.2.2

3 Explain personal finance decisions that need to be made for family planning. 5.2.3

3 **Demonstrate behaviors that foster healthy, active lifestyles.** 5.3

1 Monitor current physical health to meet fitness goals. 5.3.1

2 Engage in activities to maintain appropriate levels of physical activity. 5.3.2

3 Practice preventive health behaviors. 5.3.3

4 Engage in behaviors that promote risk avoidance. 5.3.4

5 Identify factors that influence healthy eating. 5.3.5

6 Establish healthy eating behaviors. 5.3.6

7 Engage in behaviors that promote positive mental and emotional health. 5.3.7

4 **Identify characteristics of physical and psychological abuse and unhealthy relationships.** 5.4

1 Define types of abuse and unhealthy relationships. 5.4.1

2 Describe signs of abusive and unhealthy relationships. 5.4.2

Business Readiness Skills 6

1 **Discuss basic business concepts.** 6.1

1 Explain the role of business in society. 6.1.1

2 Describe types of business activities (e.g. marketing and public relations, operations, research and development, accounting, finance, community service, etc.). 6.1.2

3 Explain types of businesses. 6.1.3

4 Explain opportunities for creating added value. 6.1.4

5 Describe crucial elements of a quality culture/continuous quality improvement. 6.1.5

6 Describe the role of management in the achievement of quality. 6.1.6

7 Describe the need for and impact of ethical business practices. 6.1.7

8 Explain the importance of focusing on the customer. 6.1.8

9 Identify the goals of business (shareholder value, profit, etc.). 6.1.9

10 Explain the benefit to business of participating in community service. 6.1.10

2 **Describe business functions.** 6.2

Explain the concept of marketing. 6.2.1

Explain the nature and scope of operations. 6.2.2

Skip to main content

3 Explain the concept of management. 6.2.3

4 Explain the concept of financial management. 6.2.4

5 Explain the concept of human resources. 6.2.5

6 Explain the concept of risk management. 6.2.6

7 Explain the concept of strategic management. 6.2.7

8 Explain the concept of research and development. 6.2.8

9 Describe how an entry-level employee fits into the overall business functions. 6.2.9

10 Describe the need for legal counseling. 6.2.10

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3 Discuss the environmental impact of business. 6.3

1 Discuss the role of sustainable business practices (i.e., going green). 6.3.1

2 Discuss why businesses may choose to implement sustainable business practices. 6.3.2

3 Describe types of environmentally sustainable products and services. 6.3.3

4 Explain the concept of environmentally responsible supply chains. 6.3.4

5 Identify ways to reduce a company's impact on the environment at the local, community, global and planet levels. 6.3.5

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4 Describe systems in organizations. 6.4

1 Describe how one's own performance impacts the success of an organization. 6.4.1

2 Explain how one's work is connected to other work units within an organization. 6.4.2

3 Explain organizational mission. 6.4.3

4 Comply with organizational policies and procedures in a consistent manner. 6.4.4

5 Describe company guidelines regarding personal and professional interaction, appropriate dress and health and safety. 6.4.5

6 Describe quality and health standards set by external sources, including unions, OSHA and other national and international organizations. 6.4.6

7 Identify situations when approval from a supervisor, team lead, etc. may be needed. 6.4.7

8 Seek approval from the appropriate source when needed. 6.4.8

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5 Describe organizational structures. 6.5

1 Identify organized, at-will, contract, and temporary labor's role within organizations. 6.5.1

2 Lists typical steps to follow for a grievance or dispute in the workplace. 6.5.2

Be aware of organizational structure (chain-of-command). 6.5.3

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6 Practice continuous improvement. 6.6

1 Explain workers' role in quality control. 6.6.1

3 Recommend improvements to team or supervisor when appropriate. 6.6.3

2 Recognize when a work process needs improvement. 6.6.2

4 Describe the importance and types of quality initiatives in the work place. 6.6.4

5 Identify ways quality initiatives minimize work costs, rework and production time. 6.6.5

6 Describe types of industry standards related to quality. 6.6.6

7 Discuss the global environment in which businesses operate. 6.7

1 Discuss the impact of globalization on businesses. 6.7.1

3 Describe forces that maintain differences between countries and regions. 6.7.3

2 Explain factors driving the existence of a global business environment. 6.7.2

4 Describe reasons why businesses go abroad and reasons they stay domestic. 6.7.4

5 Describe the economic regions of the world. 6.7.5

8 Explain the role of global trade. 6.8

1 Define the following terms: imports, exports, and international trade. 6.8.1

2 Describe reasons that international trade takes place. 6.8.2

3 List gains from international trade. 6.8.3

4 Identify ways in which the U.S. economy is affected by international trade. 6.8.4

5 Explain the importance of currency exchange rates. 6.8.5

6 Explain reasons why companies may maintain offshore accounts. 6.8.6

Ethics and Legal Practices 7

1 Make decisions within an ethical framework. Descriptors 7.1

1 Define "ethics." 7.1.1

2 Identify codes of ethics within the professions. 7.1.2

3 Develop an individual ethical framework. 7.1.3

4 Demonstrate ethical behavior when interacting with others. 7.1.4

5 Explain the difference between legal and ethical issues. 7.1.5

2 Assess the implications of ethical and unethical behavior. 7.2

1 Describe the influence of family, peers, health professionals, culture, media, and technology on behavior. 7.2.1

2 Determine reliability, accuracy and dependability of information sources. 7.2.2

3 Compare and contrast personal, professional and organizational ethics. 7.2.3

4 Demonstrate respect for the property of others. 7.2.4

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Resolve issues relating to any potential conflicts of interest between personal and organizational ethics 7.2.5

6 Identify strategies for responding to the unethical actions of individuals and organizations. 7.2.6

7 Identify the consequences of unethical actions. 7.2.7

3 Research mandated standards, policies, legislation, and legal practices. 7.3

1 Describe mandated standards for harassment, labor and employment laws and violence in the workplace (e.g. minor labor laws). 7.3.1

2 Identify the consequences of non-compliance for both employee and employer. 7.3.2

3 Explain the role of the Family and Medical Leave Act, Americans with Disabilities Act and Health Insurance Portability and Accountability Act of 1996 in the workplace. 7.3.3

4 Define discrimination. 7.3.4

5 Discuss the Equal Opportunity Commission's role related to the workplace. 7.3.5

6 Describe how civil service law impacts the workplace. 7.3.6

7 Describe issues related to overtime compensation. 7.3.7

8 Define liability and negligence. 7.3.8

9 Discuss protections against liability. 7.3.9

10 Explain the Bureau of Workers' Compensation's role in workplace injuries 7.3.10

Safety 8

1 Promote a safe workplace. 8.1

1 Use materials properly and safely. 8.1.1

2 Store materials properly and safely. 8.1.2

3 Practice appropriate waste disposal or recycling procedures. 8.1.3

4 Recognize common physical, chemical or biological hazards. 8.1.4

5 Implement a job-specific safety plan. 8.1.5

6 Recognize and follow safety signs. 8.1.6

7 Explain the proper use of a Material Safety Data Sheet (MSDS). 8.1.7

2 Evaluate the ergonomic factors in the workplace. 8.2

1 Identify work associated with lifting, moving, and placing heavy objects and materials. 8.2.1

2 Demonstrate appropriate body mechanics in lifting and moving heavy objects. 8.2.2

3 Describe the ergonomic importance of properly operating various types of equipment and using various tools. 8.2.3

4 Describe the ergonomics of the workplace. 8.2.4

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xplain emergency response plans in a variety of industry settings. 8.3

1. Describe different types of emergency response plans. 8.3.1
2. Explain the procedures to be followed in the event of an emergency response. 8.3.2
3. Practice universal precautions to protect self and others against blood-born pathogens. 8.3.3
4. Discuss procedures for violence in the workplace. 8.3.4
5. Explain types of workplace emergencies. 8.3.5

4 Identify the requirements for First Aid and CPR certification. 8.4

1. Identify first aid training and certification requirements. 8.4.1
2. Identify cardiopulmonary resuscitation (CPR) training requirements and certification options. 8.4.2
3. Identify Automated External Defibrillator (AED) training requirements and usage. 8.4.3

5 Examine entrance and exit procedures. 8.5

1. Examine various activities and tasks and the appropriate entrance and exit devices, fire safety, and structural safety components. 8.5.1
2. Discuss various accident conditions associated with exit and entrance. 8.5.2
3. Describe various federal, state and local safety regulations associated with entrance and exit. 8.5.3

Communication Skills 9

1 Explain effective communications. 9.1

1. Explain the importance of effective communication in business. 9.1.1
2. Identify barriers to effective communication. 9.1.2
3. Describe techniques for overcoming barriers to effective communication. 9.1.3
4. Discuss issues involving digital and/or electronic communications (e.g. lack of body language, lack of verbal cues, potential for forwarding information). 9.1.4
5. Explain reasons for avoiding multitasking (e.g. avoid texting and emailing while engaged in face-to-face communications). 9.1.5

2 Apply active listening skills. 9.2

1. Explain communication techniques that support and encourage a speaker. 9.2.1
2. Use paraphrasing strategies. 9.2.2
3. Summarize another person's key points. 9.2.3
4. Probe to clarify the speaker's thinking. 9.2.4
5. Use body language to show interest in what a speaker is saying. 9.2.5
6. Take notes in business meetings. 9.2.6

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pply appropriate verbal skills in business situations. 9.3

1. Explain characteristics of effective verbal communications. 9.3.1
2. Describe how nonverbal communication affects verbal messages. 9.3.2
3. Interpret others' nonverbal cues. 9.3.3
4. Explain the importance of voice in communicating with others. 9.3.4
5. Identify situations in which employees need to address others in a businesslike manner. 9.3.5
6. Address people properly. 9.3.6
7. Participate in staff meetings. 9.3.7
8. Develop awareness of speech habits. 9.3.8
9. Communicate in an objective, balanced, thoughtful way. 9.3.9

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4 Use appropriate social skills to interact effectively with others. 9.4

1. Determine ways to establish positive relationships with others. 9.4.1
2. Demonstrate cooperation and teamwork to promote group effectiveness. 9.4.2
3. Describe the effects of requesting support from and providing support to others. 9.4.3
4. Evaluate one's own contribution in groups as a member and leader. 9.4.4
5. Use communication and social skills in daily interaction with others. 9.4.5
6. Plan, implement and evaluate participation in a group project. 9.4.6
7. Practice the use of informal conversation topics. 9.4.7
8. Respect "personal space." 9.4.8
9. Use eye contact effectively. 9.4.9
10. Identify appropriate and inappropriate touching. 9.4.10

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5 Make oral presentations. 9.5

1. Identify occasions when oral presentations are required. 9.5.1
2. Explain the importance of communication skills in oral presentations (e.g. speaking clearly, using standard grammar, using appropriate gestures with audience). 9.5.2
3. Describe characteristics of effective oral presentations. 9.5.3
4. Discuss the role of visual support in making oral presentations. 9.5.4
5. Demonstrate procedures for making oral presentations. 9.5.5
6. Use technology to enhance oral presentations. 9.5.6
7. Use the appropriate message for the appropriate audience. 9.5.7

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6 **Engage in active observation.** 9.6

1 Be aware of people, place and environment. 9.6.1

2 Recognize and control bias when entering a new situation. 9.6.2

3 Maintain situational awareness. 9.6.3

7 **Utilize effective written communication.** 9.7

1 Explain the importance of effective written communications. 9.7.1

2 Identify types of written communication used in business. 9.7.2

3 Identify characteristics of effective written communication (e.g. brevity, neatness, accuracy). 9.7.3

4 Select and utilize appropriate formats for professional writing. 9.7.4

5 Plan, edit and revise written work consistent with professional standards. 9.7.5

6 Write business letters. 9.7.6

8 Write informational messages. 9.7.8

9 Write inquiries. 9.7.9

10 Write persuasive messages. 9.7.10

11 Write executive summaries. 9.7.11

12 Prepare simple written reports. 9.7.12

13 Write emails appropriately and with caution. 9.7.13

14 Use appropriate technology in appropriate communication situations (text, email, phone). 9.7.14

8 **Use correct grammar and vocabulary.** 9.8

1 Use correct subject/verb agreement in sentences. 9.8.1

2 Use correct noun/pronoun agreement in sentences. 9.8.2

3 Use correct use of adverbs and adjectives in sentences. 9.8.3

4 Use correct word usage in sentences. 9.8.4

5 Explain the importance of a technical vocabulary. 9.8.5

6 Explain the consequences of excessive use of jargon. 9.8.6

7 Explain the relationship of business success to proper grammar. 9.8.7

8 Use appropriate spelling. 9.8.8

9 **Use communication tools.** 9.9

1 Describe proper verbal skills needed for handling telephone calls. 9.9.1

2 Explain standard procedures for handling telephone calls in a businesslike manner (e.g. professionalism, consider inflection in voice, attitude conveyed). 9.9.2

Identify company policies regarding use of web and telecommunications tools (telephone answering machine, voice mail, email, teleconferencing system). 9.9.3

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4 Identify appropriate etiquette for each type of communications tool. 9.9.4

5 Operate communications equipment in accordance with company policy. 9.9.5

6 Communicate via telephone, voice mail, email, smart phone, tablet, facsimile, Web and teleconferencing system. 9.9.6

7 Keep up to date concerning new and emerging communications technologies. 9.9.7

8 Take complete and accurate telephone messages. 9.9.8

9 Deliver phone messages according to the criticality of the message. 9.9.9

10 Follow established telephone etiquette. 9.9.10

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10 Read to acquire meaning from written material. 9.10

1 Identify sources that provide relevant, valid written material. 9.10.1

2 Discriminate among types of information (e.g. essential, important, critical, nice to know). 9.10.2

3 Differentiate among fact, judgment and inference. 9.10.3

4 Interpret written information, including handbooks, job descriptions, graphs, schedules, maps and job postings. 9.10.4

5 Utilize appropriate reading skills for information needs (e.g. skim, comprehend, analyze). 9.10.5

6 Gather relevant information from written materials. 9.10.6

7 Locate key points, main ideas, relevant, details, facts and specifications in written materials. 9.10.7

8 Apply written directions to achieve tasks. 9.10.8

9 Read company resources to ascertain policies and procedures. 9.10.9

10 Determine the accuracy of written information. 9.10.10

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11 Follow company guidelines in the business environment. 9.11

1 Describe guidelines for communicating with other employees (e.g. protocol of communications, types of information transmitted via different channels, staff communications). 9.11.1

2 Explain ethical considerations in providing information. 9.11.2

3 Explain use of interdepartmental/company communication. 9.11.3

4 Follow directions. 9.11.4

5 Use appropriate manners in accordance with established protocols and company policies. 9.11.5

6 Describe situations when you should not follow orders. 9.11.6

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Use communication skills to inform and influence others. 9.12

1 Use communication tools to persuade others. 9.12.1

2 Demonstrate negotiation skills in communicating. 9.12.2

3 Use communication tools to present a point of view. 9.12.3

4 Use communication tools to sell products. 9.12.4

Customer Service 10

1 Explain the role of customer service. 10.1

1 Explain how customer service excellence improves the image of the company. 10.1.1

2 Describe how customer service facilitates sales. 10.1.2

3 Identify the customer for a product or business center (both internal and external customers). 10.1.3

4 Identify how entry-level employees are involved in customer service. 10.1.4

2 Respond appropriately and in a timely manner to internal and external customers to foster positive relationships. 10.2

1 Explain the nature of positive customer relations. 10.2.1

2 Demonstrate a customer service mindset. 10.2.2

3 Reinforce service orientation through communication. 10.2.3

4 Respond to customer inquiries appropriately and with correct verbiage. 10.2.4

5 Respond appropriately to situations when a customer is at fault. 10.2.5

6 Appropriately interpret business policies to customer. 10.2.6

7 Handle difficult customers and customer/client complaints. 10.2.7

8 Identify ways to recover from difficult customer situations. 10.2.8

3 Analyze product and service offerings for a business. 10.3

1 Identify types and sources of product and service offerings. 10.3.1

2 Describe guidelines to follow when acquiring product and service offerings. 10.3.2

3 Analyze product and service offerings to determine when it is appropriate to use each choice. 10.3.3

4 Explain the features and benefits of products and services. 10.3.4

4 Establish a relationship with customer/client. 10.4

1 Describe the importance of establishing relationships with customers/clients. 10.4.1

2 Explain techniques and procedures for establishing relationships. 10.4.2

3 Demonstrate the process of developing a relationship with a customer. 10.4.3

5 Assess customer needs. 10.5

Describe reasons for asking questions. 10.5.1

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2 Explain the importance of questioning and listening to assess customer needs. 10.5.2

3 Explain the importance of timing in asking questions. 10.5.3

4 Describe types of questions (open-ended, probing, etc.) and when they are best used. 10.5.4

5 Question customers to assess needs. 10.5.5

6 Educate customer about products and services. 10.6

1 Match customer needs to appropriate products and services. 10.6.1

2 Relate product and service benefits and features to the customer. 10.6.2

3 Provide product and service information to customer. 10.6.3

4 Follow policies in providing product and service information. 10.6.4

5 Recommend a solution to customer needs. 10.6.5

Economics 11

1 Explain fundamental economic concepts to obtain a foundation for employment in business. 11.1

1 Distinguish between economic goods and services. 11.1.1

2 Explain the concept of economic resources. 11.1.2

3 Describe the concepts of economic scarcity, choice and economic activities. 11.1.3

4 Determine economic utilities created by business activities. 11.1.4

2 Discuss the interactions of supply, demand and price. 11.2

1 Explain how scarce resources are allocated. 11.2.1

2 Discuss the concepts of opportunity cost. 11.2.2

3 Explain how consumers make choices. 11.2.3

4 Explain the principles of supply and demand. 11.2.4

5 Discuss the impact of elasticity on demand. 11.2.5

6 Describe the functions of prices in markets. 11.2.6

7 Explain the concept of equilibrium. 11.2.7

3 Describe the nature of business to show its contributions to society. 11.3

1 Explain the role of business in society. 11.3.1

2 Describe types of business activities. 11.3.2

3 Determine the relationship between government and business. 11.3.3

4 Determine the relationship between business and community. 11.3.4

4 Differentiate among economic systems to understand the environments in which businesses function. 11.4

1 Explain the types of economic systems. 11.4.1

Skip to main content

2 Explain the concept of private enterprise. 11.4.2

3 Identify factors affecting a business' profit. 11.4.3

4 Determine factors affecting business risk. 11.4.4

5 Explain the concept of competition. 11.4.5

5 Discuss productivity to understand its impact on business decision-making. 11.5

1 Explain the concept of productivity. 11.5.1

2 Describe the concept of economies of scale. 11.5.2

3 Describe the individual's role in improving productivity. 11.5.3

6 Explain economic indicators to measure economic trends and conditions. 11.6

1 Explain measures used to analyze economic conditions, including the unemployment rate, the inflation rate, productivity and the rate of interest. 11.6.1

2 Discuss the measure of consumer spending as an economic indicator. 11.6.2

3 Discuss the impact of a nation's unemployment rates. 11.6.3

4 Describe the economic impact of inflation on business. 11.6.4

5 Explain the economic impact of interest rate fluctuations. 11.6.5

Entrepreneurial Concepts 12

1 Describe the role of entrepreneurship. 12.1

1 Define "entrepreneurship" and discuss its scope. 12.1.1

2 Examine the long-term impact of entrepreneurship on the economy. 12.1.2

3 Identify the factors that contribute to the success and failure of entrepreneurial ventures. 12.1.3

4 Assess the roles of social, non-profit and for-profit businesses. 12.1.4

5 Describe the history of entrepreneurship. 12.1.5

6 Discuss the personal stories of entrepreneurs. 12.1.6

7 Describe life cycles of an entrepreneurial business and an entrepreneur. 12.1.7

2 Evaluate personal entrepreneurial potential. 12.2

1 Examine abilities and skills needed by entrepreneurs. 12.2.1

2 Identify the advantages and disadvantages of becoming an entrepreneur. 12.2.2

3 Explain ways that people become entrepreneurs. 12.2.3

4 Determine personal interests. 12.2.4

5 Assess personal strengths and weaknesses. 12.2.5

6 Assess skills, abilities, financing and timing. 12.2.6

7 Identify personal goals and objectives. 12.2.7

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8 Conduct self-assessment to determine entrepreneurial potential. 12.2.8

3 **Describe types of business ownership.** 12.3

1 Identify types of business ownership. 12.3.1

2 Describe a sole proprietorship form of ownership. 12.3.2

3 Explain the purposes of forming a partnership. 12.3.3

4 Describe types of partnership arrangements (e.g. majority or minority ownership, silent partnership). 12.3.4

5 Describe the process for forming a corporation. 12.3.5

6 Describe forms of corporations. 12.3.6

7 Explain ways in which corporations grow. 12.3.7

8 Describe the role of franchises in our society. 12.3.8

9 Describe the role of and process for forming limited liability companies (LLCs). 12.3.9

10 Describe the advantages and disadvantages of sole proprietorships. 12.3.10

11 Describe the advantages and disadvantages of partnerships. 12.3.11

12 Discuss the advantages and disadvantages of corporations. 12.3.12

13 Describe the advantages and disadvantages of limited liability companies. 12.3.13

14 Explain the advantages and disadvantages of franchises. 12.3.14

15 Describe global business options. 12.3.15

4 **Identify and explore entrepreneurial opportunities.** 12.4

1 Explore local, state, national and global trends and opportunities. 12.4.1

2 Explore environmental and technological changes and trends. 12.4.2

3 Consider innovation in current business products or strategies. 12.4.3

4 Describe idea-generation methods (e.g. brainstorming, creativity activities, research). 12.4.4

5 Identify emerging markets. 12.4.5

6 Generate venture ideas. 12.4.6

7 Determine feasibility of ideas. 12.4.7

8 Identify and assess opportunities for entrepreneurial ventures. 12.4.8

5 **Determine viability of the business opportunity.** 12.5

1 Determine feasibility of ideas. 12.5.1

2 Identify and assess opportunities for entrepreneurial ventures. 12.5.2

3 Describe entrepreneurial planning considerations (e.g. time commitment, money available, competition, size of the business, the idea itself). 12.5.3

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Explain tools and resources used by entrepreneurs for venture planning (e.g. market research, local organizations, SCORE, chamber of commerce). 12.5.4

5 Assess risks and benefits associated with venture. 12.5.5

6 Assess whether external resources should be used to determine business opportunity's viability. 12.5.6

7 Describe the differences involved when considering the viability of an internet business. 12.5.7

8 Embrace failure and learn from it. 12.5.8

6 Describe the importance of business planning. 12.6

1 Explain why businesses develop short-term and long-term plans. 12.6.1

2 Describe the components of a business plan. 12.6.2

3 Describe why business plans are important to a new business. 12.6.3

4 Explain how a business plan is used by an entrepreneur. 12.6.4

5 Explain how a business plan is used by a bank and investors. 12.6.5

Problem-Solving and Critical Thinking 13

1 Employ problem-solving skills to formulate solutions. 13.1

1 Identify steps to effective problem-solving. 13.1.1

2 State the problem completely and precisely. 13.1.2

3 Assemble and examine pertinent information. 13.1.3

4 Brainstorm potential solutions. 13.1.4

5 Interpret consequences to each possible solution. 13.1.5

6 Compare and contrast consequences and discuss underlying assumptions. 13.1.6

7 Identify the best solution based on risks, costs, ethics, laws and benefits. 13.1.7

8 Apply the best solution to the problem. 13.1.8

2 Demonstrate critical thinking techniques. 13.2

1 Identify critical thinking techniques (e.g. challenging ideas, asking questions, points of view, contexts). 13.2.1

2 Make connections between things that seem unrelated. 13.2.2

3 Develop tools to recognize false, poorly reasoned or improbable information. 13.2.3

4 Clarify assumptions when thinking critically. 13.2.4

5 Identify the importance of transferring skills to multiple situations. 13.2.5

6 Identify ways to improve logic and reasoning skills. 13.2.6

3 Combine critical thinking and team building skills to solve problems. 13.3

1 Collaborate with others to define problems. 13.3.1

Share ideas, facts, information and/or data with others. 13.3.2

State personal positions clearly and respect conflicting positions. 13.3.3

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4 Accept and support group decisions even when different from a personal solution. 13.3.4

5 Build upon the ideas of others. 13.3.5

6 Capitalize on strengths and weaknesses of each team member. 13.3.6

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4 Evaluate and adapt plans and schedules to respond to unexpected events and conditions. 14.4

1 Identify potential events and conditions that disrupt the completion of a job. 14.4.1

2 Incorporate potential job disruptions into planning time lines. 14.4.2

3 Solve situational problems involved with unexpected events and conditions. 14.4.3

4 Identify and assess critical situations and implement appropriate responses. 14.4.4

5 Adjust plans and schedules to reflect an unexpected change. 14.4.5

6 Provide a project update to track changes. 14.4.6

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5 Use creativity and innovation. 14.5

1 Use a wide range of idea creation techniques (brainstorming, etc). 14.5.1

2 Create new and worthwhile ideas. 14.5.2

3 Review ideas to elaborate and refine them as needed. 14.5.3

4 Demonstrate originality and inventiveness in solving problems. 14.5.4

5 Embrace failure as an opportunity to learn. 14.5.5

6 Respond appropriately to diverse perspectives. 14.5.6

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6 Analyze methods to learn how to learn. 14.6

7 Act on creative ideas when appropriate. 14.5.7

1 Set clear and realistic goals. 14.6.1

2 Seek opportunities to update skills. 14.6.2

3 Demonstrate persistence when learning is difficult. 14.6.3

4 Identify strengths and weaknesses. 14.6.4

5 Identify learning styles and preferences. 14.6.5

6 Identify and use study strategies. 14.6.6

7 Identify and work to remove personal barriers to learning. 14.6.7

8 Use memory aids (notes, tape recorder). 14.6.8

9 Explain the connection between education and employment. 14.6.9

0 Explain importance of lifelong learning. 14.6.10

1 Learn new, additional skills related to a job. 14.6.11

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7 **Apply learning skills in new contexts.** 14.7

1. Demonstrate willingness to apply new skills and knowledge. 14.7.1
2. Explain the process of applying new skills in different contexts. 14.7.2
3. Work with others to apply new skills and knowledge on an assignment. 14.7.3
4. Analyze how one transfers skills and knowledge to new situations. 14.7.4
5. Use performance evaluation and feedback to create new learning opportunities. 14.7.5
6. Use skills to evaluate your own performance. 14.7.6
7. Analyze generational differences in learning skills. 14.7.7
8. Use new skills in situations with diverse groups. 14.7.8