

B.E. Publishing

Correlation to *Foundations of Business* to MBA Research Standards  
Business Administration Core

STANDARD	CORRELATING PAGES
<b>Instructional Area: Business Law (BL)</b>	
<b>Standard: Understands business's responsibility to know, abide by, and enforce laws and regulations that affect business operations and transactions</b>	
<b>Performance Element:</b> Acquire foundational knowledge of business laws and regulations to understand their nature and scope.	
<b>Performance Indicators:</b>	
Discuss the nature of law and sources of law in the United States (BL:067) (SP)	<b>Narrative:</b> Ch. 6 p. 106 The United States Legal System, Ch. 6 p. 106 Sources of Law <b>Activity:</b> Ch. 6 Test Your Knowledge #11
Describe the United States' judicial system (BL:068) (SP)	<b>Narrative:</b> Ch. 6 p. 106 Role of the Legal System in Business <b>Activity:</b> Ch. 6 Test Your Knowledge #10
Describe methods used to protect intellectual property (BL:051) (SP)	<b>Narrative:</b> Ch. 6 p. 124 Navigating Copyright and Intellectual Property, Ch. 6 p. 19 Figure 6.12 <b>Activity:</b> Ch. 6 Test Your Knowledge #1
Describe legal issues affecting businesses (BL:001) (SP)	<b>Narrative:</b> Ch. 6 p. 116 Torts <b>Activity:</b> Ch. 6 Test Your Knowledge #4
Discuss the nature and sources of international law (i.e., treaties and international customs) (BL:142) (MN)	<b>Narrative:</b> Ch. 5 p. 88 International and Foreign Laws <b>Activity:</b> Ch. 5 Read and Write bullet #1 and #2
Discuss the nature and sources of foreign law (i.e., country judicial and legislative actions) (BL:143) (MN)	<b>Narrative:</b> <b>Activity:</b>
Explain the impact of global legal systems on settling international business disputes (BL:144) (MN)	<b>Narrative:</b> Ch. 5 p. 91 Global Law <b>Activity:</b> Ch. 5 Test Your Knowledge #10

<b>Performance Element:</b> Understand the civil foundations of the legal environment of business to demonstrate knowledge of contracts.		
<b>Performance Indicators:</b>		
Identify the basic torts relating to business enterprises (BL:069) (SP)		<b>Narrative:</b> Ch. 6 p. 116 Torts <b>Activity:</b> Ch. 6 Test Your Knowledge #4
Describe the nature of legally binding contracts (BL:002) (SP)		<b>Narrative:</b> Ch. 6 p. 118 Contractual Agreements <b>Activity:</b> Ch. 6 Read and Write
<b>Performance Element:</b> Explore the regulatory environment of United States' businesses to understand the diversity of regulations.		
<b>Performance Indicators:</b>		
Describe the nature of legal procedure (BL:070) (SP)		<b>Narrative:</b> <b>Activity:</b>
Discuss the nature of debtor-creditor relationships (BL:071) (SP)		<b>Narrative:</b> Ch 15 p. 288 Purpose and Importance of Credit <b>Activity:</b>
Explain the nature of agency relationships (BL:072) (SP)		<b>Narrative:</b> <b>Activity:</b>
Discuss the nature of environmental law (BL:073) (SP)		<b>Narrative:</b> Ch. 6 p. 112 Environmental Laws <b>Activity:</b> Ch. 6 Test Your Knowledge #7
Discuss the role of administrative law (BL:074) (SP)		<b>Narrative:</b> Ch. 6 p. 111 Administrative Laws <b>Activity:</b> Ch. 6 Test Your Knowledge #8
<b>Performance Element:</b> Understand human-resources laws and regulations to facilitate business operations.		
<b>Performance Indicators:</b>		
Explain the nature of human resources regulations (BL:007) (SU)		<b>Narrative:</b> Ch. 10 p. 215 Laws and Regulations <b>Activity:</b> Ch. 10 Test Your Knowledge #10
Explain the nature of workplace regulations (including OSHA, ADA) (BL:008) (SU)		<b>Narrative:</b> Ch. 10 p. 215 Laws and Regulations <b>Activity:</b> Ch. 10 Test Your Knowledge #10
Discuss employment relationships (BL:075) (SU)		<b>Narrative:</b> Ch. 10 p. 217 Employment Relationships <b>Activity:</b> Ch. 10 Create and Design

<b>Performance Element:</b> Apply knowledge of business ownership to establish and continue business operations.	
<b>Performance Indicators:</b>	
Explain types of business ownership (BL:003, LAP-BL-001) (CS)	<b>Narrative:</b> Ch. 2 p. 20 Forms of Business Ownership <b>Activity:</b> Ch. 2 Test Your Knowledge #2 and #4
Select form of business ownership (BL:006, LAP-BL-002) (ON)	<b>Narrative:</b> Ch. 2 p. 20 Forms of Business Ownership <b>Activity:</b> Ch. 2 Test Your Knowledge #5, Ch. 2 Student Start-up #6, Ch. 2 Listen and Speak #1
<b>Performance Element:</b> Acquire knowledge of commerce laws and regulations to continue business operations.	
<b>Performance Indicators:</b>	
Explain the nature of import/export law (BL:145) (SP)	<b>Narrative:</b> Ch. 5 p. 87 Trade Policies, Laws, and Regulations <b>Activity:</b> Ch. 5 Read and Write #2
Describe the nature of customs regulations (BL:126) (SP)	<b>Narrative:</b> Ch. 5 p. 87 Trade Policies, Laws, and Regulations <b>Activity:</b> Ch. 5 Test your Knowledge #11
Explain the nature of trade regulations (BL:004) (MN)	<b>Narrative:</b> Ch. 5 p. 87 Trade Policies, Laws, and Regulations <b>Activity:</b> Ch. 5 Test your Knowledge #11
Describe the impact of anti-trust legislation (BL:076) (MN)	<b>Narrative:</b> Ch. 6 p. 110 Antitrust Laws <b>Activity:</b> Ch. 6 Test Your Knowledge #9
<b>Performance Element:</b> Understand tax laws and regulations to adhere to government requirements.	
<b>Performance Indicators:</b>	
Explain the nature of tax regulations on business (BL:009) (ON)	<b>Narrative:</b> Ch. 6 p. 113 Tax Laws <b>Activity:</b> Ch. 6 Test Your Knowledge #6
Explain the nature of businesses' reporting requirements (BL:010) (ON)	<b>Narrative:</b> Ch. 6 p. 113 Tax Laws <b>Activity:</b> Ch. 6 Test Your Knowledge #6
Develop strategies for legal/government compliance (BL:011) (ON)	<b>Narrative:</b> <b>Activity:</b>

## Instructional Area: Communication Skills (CO)

**Standard: Understands the concepts, strategies, and systems used to obtain and convey ideas and information**

**Performance Element:** Read to acquire meaning from written material and to apply the information to a task.

**Performance Indicators:**

Identify sources that provide relevant, valid written material (CO:054) (PQ)

**Narrative:**  
**Activity:**

Extract relevant information from written materials (CO:055) (PQ)

**Narrative:**  
**Activity:**

Apply written directions to achieve tasks (CO:056) (PQ)

**Narrative:** Ch. 8 p. 175 Writing  
**Activity:**

Analyze company resources to ascertain policies and procedures (CO:057) (CS)

**Narrative:**  
**Activity:**

**Performance Element:** Apply active listening skills to demonstrate understanding of what is being said.

**Performance Indicators:**

Explain communication techniques that support and encourage a speaker (CO:082) (PQ)

**Narrative:** Ch. 8 p. 177 Listening Bullet #1  
**Activity:** Ch. 8 Test Your Knowledge #21

Follow oral directions (CO:119) (PQ)

**Narrative:** Ch. 8 p. 177 Listening  
**Activity:**

Demonstrate active listening skills (CO:017) (PQ)

**Narrative:** Ch. 8 p. 177 Listening  
**Activity:**

**Performance Element:** Apply verbal skills to obtain and convey information.

**Performance Indicators:**

Explain the nature of effective verbal communications (CO:147) (PQ)

**Narrative:** Ch. 8 p. 174 Speaking  
**Activity:** Ch. 8 Test your Knowledge #20

Ask relevant questions (CO:058)

**Narrative:** Ch 8 p. 177 Listening bullet #3  
**Activity:**

Interpret others' nonverbal cues (CO:059) (PQ)

**Narrative:** Ch. 8 p. 177 Listening Bullet #1  
**Activity:**

Provide legitimate responses to inquiries (CO:060) (PQ)

**Narrative:**  
**Activity:**

Give verbal directions (CO:083) (PQ)	<b>Narrative:</b> <b>Activity:</b>
Employ communication styles appropriate to target audience (CO:084) (CS)	<b>Narrative:</b> Ch. 8 p. 177 Communication Skills <b>Activity:</b> Ch. 8 Test your Knowledge #19
Defend ideas objectively (CO:061) (CS)	<b>Narrative:</b> <b>Activity:</b>
Handle telephone calls in a businesslike manner (CO:114) (CS)	<b>Narrative:</b> Ch. 8 p. 174 Speaking bullet #2 <b>Activity:</b>
Participate in group discussions (CO:053) (CS)	<b>Narrative:</b> Ch. 8 p. 167 Working in Teams bullet #2 <b>Activity:</b> Ch. 8 Test Your Knowledge #11
Facilitate (lead) group discussions (CO:201) (SP)	<b>Narrative:</b> Ch. 8 p. 167 Working in Teams bullet #2 <b>Activity:</b> Ch. 8 Test Your Knowledge #11
Make oral presentations (CO:025) (SP)	<b>Narrative:</b> Ch. 8 p. 21 Speaking #3 <b>Activity:</b> Ch. 8 Create and Design
<b>Performance Element:</b> Record information to maintain and present a report of business activity.	
<b>Performance Indicators:</b>	
Utilize note-taking strategies (CO:085) (CS)	<b>Narrative:</b> Ch. 8 p. 174 Listening bullet #4 <b>Activity:</b>
Organize information (CO:086) (CS)	<b>Narrative:</b> Ch. 8 p. 175 Writing bullet #1 <b>Activity:</b>
Select and use appropriate graphic aids (CO:087) (CS)	<b>Narrative:</b> Ch. 8 p. 175 Writing bullet #2 <b>Activity:</b>
<b>Performance Element:</b> Write internal and external business correspondence to convey and obtain information effectively.	
<b>Performance Indicators:</b>	
Explain the nature of effective written communications (CO:016) (CS)	<b>Narrative:</b> Ch. 8 p. 175 Writing <b>Activity:</b> Ch. 8 Test Your Knowledge #20
Select and utilize appropriate formats for professional writing (CO:088) (CS)	<b>Narrative:</b> Ch. 8 p. 175 Writing <b>Activity:</b>
Edit and revise written work consistent with professional standards (CO:089) (CS)	<b>Narrative:</b> Ch. 8 p. 175 Writing bullet #3 <b>Activity:</b> Ch. 8 Test Your Knowledge #20
Write professional e-mails (CO:090) (CS)	<b>Narrative:</b> Ch. 23 p. 459 Emails

		<b>Activity:</b>
Write business letters (CO:133) (CS)		<b>Narrative:</b> Ch. 23 p. 466 Letters <b>Activity:</b>
Write informational messages (CO:039) (CS)		<b>Narrative:</b> Ch. 23 p. 458 Business Writing <b>Activity:</b>
Write inquiries (CO:040) (CS)		<b>Narrative:</b> Ch. 23 p. 458 Business Writing <b>Activity:</b>
Write persuasive messages (CO:031) (SP)		<b>Narrative:</b> Ch. 23 p. 458 Business Writing <b>Activity:</b>
Write executive summaries (CO:091) (SP)		<b>Narrative:</b> Ch. 23 p. 475 Student Start-up <b>Activity:</b> Ch. 23 Student Start-up
Prepare simple written reports (CO:094) (SP)		<b>Narrative:</b> Ch. 23 p. 4 Informal Reports <b>Activity:</b>
Explain how digital communications (e.g., email, text messages, chats) exposes business to risk (CO:202) (SP)		<b>Narrative:</b> <b>Activity:</b>
Adapt written correspondence to targeted audiences (CO:203) (SP)		<b>Narrative:</b> Ch. 23 p. 458 Business Writing <b>Activity:</b>
Use data visualization techniques (e.g., infographics, linked charts, etc.) (CO:204) (SP)		<b>Narrative:</b> Ch. 23 p. 464 Informal Reports <b>Activity:</b>
Prepare complex written reports (CO:009) (MN)		<b>Narrative:</b> Ch. 23 p. 463 Formal Reports <b>Activity:</b>
Write proposals (CO:062) (MN)		<b>Narrative:</b> Ch. 23 p. 463 Formal Reports <b>Activity:</b>
<b>Performance Element:</b> Use social media to communicate with a business's stakeholders.		
<b>Performance Indicators:</b>		
Describe the impact of a person's social media brand on the achievement of organizational objectives (CO:205) (CS)		<b>Narrative:</b> Ch. 8 p. 171 Social Media's Role in Business <b>Activity:</b> Ch. 8 Test Your Knowledge #14
Distinguish between using social media for business and personal purposes (CO:206) (CS)		<b>Narrative:</b> Ch. 8 p. 171 Social Media's Role in Business <b>Activity:</b> Ch. 8 Test Your Knowledge #14

<b>Performance Element:</b> Communicate with staff to clarify workplace objectives.	
<b>Performance Indicators:</b>	
Explain the nature of staff communication (CO:014) (CS)	<b>Narrative:</b> <b>Activity:</b>
Choose and use appropriate channel for workplace communication (CO:092) (CS)	<b>Narrative:</b> Ch. 8 p. 163 Complying with Rules, Laws, and Regulations <b>Activity:</b> Ch. 8 Test Your Knowledge #7
Participate in a staff meeting (CO:063) (CS)	<b>Narrative:</b> <b>Activity:</b>
Participate in problem-solving groups (CO:067) (CS)	<b>Narrative:</b> Ch. 8 p. 167 Working in Teams bullet #2 <b>Activity:</b> Ch. 8 Create and Design
Provide directions for completing job tasks (CO:139) (SU)	<b>Narrative:</b> <b>Activity:</b>
Update employees on business and economic trends (CO:172) (SU)	<b>Narrative:</b> <b>Activity:</b>
Conduct a staff meeting (CO:140) (SU)	<b>Narrative:</b> <b>Activity:</b>
Conduct planning meetings (CO:052) (SU)	<b>Narrative:</b> <b>Activity:</b>
<b>Instructional Area: Customer Relations (CR)</b>	
<b>Standard:</b> Understands the techniques and strategies used to foster positive, ongoing relationships with customers	
<b>Performance Element:</b> Foster positive relationships with customers to enhance company image.	
<b>Performance Indicators:</b>	
Explain the nature of positive customer relations (CR:003, LAP-CR-001) (CS)	<b>Narrative:</b> Ch. 8 p. 165 Working with Customers and Clients <b>Activity:</b>
Demonstrate a customer-service mindset (CR:004, LAP-CR-004) (CS)	<b>Narrative:</b> Ch. 8 p. 165 Working with Customers and Clients <b>Activity:</b>
Develop rapport with customers (CR:029) (CS)	<b>Narrative:</b> Ch. 8 p. 165 Working with Customers and Clients <b>Activity:</b>
Reinforce service orientation through communication (CR:005) (CS)	<b>Narrative:</b> Ch. 8 p. 165 Working with Customers and Clients

Respond to customer inquiries (CR:006) (CS)	<b>Narrative:</b> Ch. 8 p. 165 Working with Customers and Clients <b>Activity:</b>
Adapt communication to the cultural and social differences among clients (CR:019) (CS)	<b>Narrative:</b> Ch. 8 p. 165 Working with Customers and Clients <b>Activity:</b>
Interpret business policies to customers/clients (CR:007) (CS)	<b>Narrative:</b> <b>Activity:</b>
Build and maintain relationships with customers (CR:030) (SP)	<b>Narrative:</b> Ch. 8 p. 165 Working with Customers and Clients <b>Activity:</b>
Explain management's role in customer relations (CR:008) (MN)	<b>Narrative:</b> <b>Activity:</b>
<b>Performance Element:</b> Resolve conflicts with/for customers to encourage repeat business.	
<b>Performance Indicators:</b>	
Handle difficult customers (CR:009, LAP-CR-003) (CS)	<b>Narrative:</b> Ch. 8 p.165 Working with Customers and Clients <b>Activity:</b>
Handle customer/client complaints (CR:010, LAP-CR-010) (CS)	<b>Narrative:</b> <b>Activity:</b>
<b>Performance Element:</b> Reinforce company's image to exhibit the company's brand promise.	
<b>Performance Indicators:</b>	
Identify company's brand promise (CR:001, LAP-CR-006) (CS)	<b>Narrative:</b> <b>Activity:</b>
Determine ways of reinforcing the company's image through employee performance (CR:002) (CS)	<b>Narrative:</b> <b>Activity:</b>
<b>Performance Element:</b> Understand the nature of customer relationship management to show its contributions to a company.	
<b>Performance Indicators:</b>	
Discuss the nature of customer relationship management (CR:016, LAP-CR-002) (SP)	<b>Narrative:</b> <b>Activity:</b>
Explain the role of ethics in customer relationship management (CR:017) (SP)	<b>Narrative:</b> <b>Activity:</b>
Describe the use of technology in customer relationship management (CR:018) (SP)	<b>Narrative:</b> <b>Activity:</b>



## Instructional Area: Economics (EC)

**Standard:** Understands the economic principles and concepts fundamental to business operations

**Performance Element:** Understand fundamental economic concepts to obtain a foundation for employment in business.

<b>Performance Indicators:</b>	
Distinguish between economic goods and services (EC:002, LAP-EC-010) (CS)	<b>Narrative:</b> Ch. 3 p. 34 Understanding Economics <b>Activity:</b> Test Your Knowledge #8
Explain the concept of economic resources (EC:003, LAP-EC-014) (CS)	<b>Narrative:</b> Ch. 1 p. 10 Relationship between Business and Economics paragraph #2 <b>Activity:</b> Ch. 1 Test Your Knowledge #6, Ch. 1 Read and Write
Describe the concepts of economics and economic activities (EC:001, LAP-EC-006) (CS)	<b>Narrative:</b> Ch. 1 p. 4 Introduction to Business and Economics paragraph #3, Ch. 1 p. 10 The Relationship between Business and Economics <b>Activity:</b> Ch. 1 Test Your Knowledge #5 and #8
Determine economic utilities created by business activities (EC:004, LAP-EC-013) (CS)	<b>Narrative:</b> Ch 3 p. 34 Understanding Economics <b>Activity:</b> Test Your Knowledge #9
Explain the principles of supply and demand (EC:005, LAP-EC-011) (CS)	<b>Narrative:</b> Ch. 3 p. 42 Principle of Supply and Demand <b>Activity:</b> Ch. 3 Test Your Knowledge #10
Describe the functions of prices in markets (EC:006, LAP-EC-012) (CS)	<b>Narrative:</b> Ch. 3 p. 53 Markets in the US Economy <b>Activity:</b> Ch. 3 Test Your Knowledge #4
<b>Performance Element:</b> Understand the nature of business to show its contributions to society.	
<b>Performance Indicators:</b>	
Explain the role of business in society (EC:070, LAP-EC-020) (CS)	<b>Narrative:</b> Ch. 1 p. 8 The Role of Business in Society <b>Activity:</b> Ch. 1 Test Your Knowledge #9
Describe types of business activities (EC:071, LAP-EC-019) (CS)	<b>Narrative:</b> Ch. 1 p. 5 Business Activities <b>Activity:</b> Ch. 1 Listen and Speak, Ch. 1 Test Your Knowledge #3
Describe types of business models (EC:138) (SP)	<b>Narrative:</b> Ch. 2 p. 16 Business Models Ch. 4 p. 72 Customer Business Models in the Free Enterprise <b>Activity:</b> Ch. 2 Test Your Knowledge #7, Ch. 2 Read and Write #1, Ch. 4 Test Your Knowledge #3
Explain the organizational design of businesses (EC:103, LAP-EC-023) (SP)	<b>Narrative:</b> Ch. 2 p. 18 Business Organization <b>Activity:</b> Ch. 2 Test Your Knowledge #9, Ch. 2 Read and Write #2 and #3

Discuss the global environment in which businesses operate (EC:104, LAP-EC-022) (SP)	<b>Narrative:</b> Ch. 5 p. 82 Business in a Global Society <b>Activity:</b> Ch. 5 Test Your Knowledge #16
Describe factors that affect the business environment (EC:105, LAP-EC-026) (SP)	<b>Narrative:</b> Ch 3 p. 42 Principle of Supply and Demand, Ch.3 p. 45 Measuring Economic Activity <b>Activity:</b> Test Your Knowledge #12
Explain the nature of business ethics (EC:106, LAP-EC-021) (SP)	<b>Narrative:</b> Ch. 1 p. 11 Business Ties to Technology, Ch 6 p. 120 The Nature of Business Ethics <b>Activity:</b> Ch. 1 Test Your Knowledge #10, Ch 6 Test your Knowledge #3
Explain how organizations adapt to today's markets (EC:107, LAP-EC-025) (SP)	<b>Narrative:</b> Ch. 3 p. 53 Markets in the US Economy <b>Activity:</b> Ch. 3 Test Your Knowledge #4
<b>Performance Element:</b> Understand economic systems to be able to recognize the environments in which businesses function.	
<b>Performance Indicators:</b>	
Explain the types of economic systems (EC:007, LAP-EC-017) (CS)	<b>Narrative:</b> Ch 3 p. 38 Types of Economic Systems <b>Activity:</b> Ch. 3 Listen and Speak
Identify the impact of small business/entrepreneurship on market economies (EC:065) (CS)	<b>Narrative:</b> Ch 3 p. 40 Market Economies <b>Activity:</b> Ch. 3 Test Your Knowledge #14
Explain the concept of private enterprise (EC:009, LAP-EC-015) (CS)	<b>Narrative:</b> Ch. 4 p. 65 Private Enterprise <b>Activity:</b> Ch. 4 Test Your Knowledge #2
Identify factors affecting a business's profit (EC:010, LAP-EC-002) (CS)	<b>Narrative:</b> Ch. 4 p. 76 Profits <b>Activity:</b> Ch. 4 Read and Write bullet #4, Ch. 4 Test Your Knowledge #1
Determine factors affecting business risk (EC:011, LAP-EC-003) (CS)	<b>Narrative:</b> Ch. 20 p. 396 Business Risks <b>Activity:</b>
Explain the concept of competition (EC:012, LAP-EC-008) (CS)	<b>Narrative:</b> Ch. 3 p. 44 Competition <b>Activity:</b> Ch. 3 Test Your Knowledge #15

<b>Performance Element:</b> Acquire knowledge of the impact of government on business activities to make informed economic decisions.		
<b>Performance Indicators:</b>		
Determine the relationship between government and business (EC:008, LAP-EC-016) (CS)		<b>Narrative:</b> Ch 3 p. 56 The Government's Role in the US Economy <b>Activity:</b> Ch. 3 Test Your Knowledge #2
Describe the nature of taxes (EC:072, LAP-EC-027) (SP)		<b>Narrative:</b> Ch. 3 p. 58 Public Services, Ch 17 Tax withholdings and Deductions p. 326 <b>Activity:</b> Ch. 3 Test Your Knowledge #17
Discuss the nature of monetary policy (EC:073) (MN)		<b>Narrative:</b> Ch. 3 p. 57 Monetary Policy <b>Activity:</b> Ch. 3 Test Your Knowledge #7
Discuss the supply and demand for money (EC:096) (MN)		<b>Narrative:</b> Ch 3 p. 57 Monetary Policy <b>Activity:</b> Ch. 3 Test Your Knowledge #7
Explain the role of the Federal Reserve System (EC:097) (MN)		<b>Narrative:</b> Ch. 3 p. 57 Monetary Policy <b>Activity:</b> Ch. 3 Test Your Knowledge #7
Explain the concept of fiscal policies (EC:074) (MN)		<b>Narrative:</b> Ch. 3 p. 56 Fiscal Policy <b>Activity:</b> Ch. 3 Test Your Knowledge #7
Describe the effects of fiscal and monetary policies (EC:098) (MN)		<b>Narrative:</b> Ch. 3 p. 57 Monetary Policy, Ch. 3 p. 56 Fiscal Policy <b>Activity:</b> Ch. 3 Test Your Knowledge #7
Describe the effects of foreign fiscal and monetary policies on the domestic economy (EC:139) (MN)		<b>Narrative:</b> <b>Activity:</b>
<b>Performance Element:</b> Analyze cost/profit relationships to guide business decision-making.		
<b>Performance Indicators:</b>		
Explain the concept of productivity (EC:013, LAP-EC-018) (CS)		<b>Narrative:</b> Ch. 3 p. 50 Productivity <b>Activity:</b> Ch. 3 Test Your Knowledge #5
Analyze impact of specialization/division of labor on productivity (EC:014, LAP-EC-007) (SP)		<b>Narrative:</b> Ch 3 p. 50 Factors of Productivity bullets #1 and #2 <b>Activity:</b> Ch. 3 Test Your Knowledge #5
Explain the concept of organized labor and business (EC:015, LAP-EC-005) (SP)		<b>Narrative:</b> Ch. 10 p. 218 Organized Labor <b>Activity:</b> Ch. 10 Test Your knowledge #11
Explain the impact of the law of diminishing returns (EC:023) (SP)		<b>Narrative:</b> <b>Activity:</b>
Describe the concept of economies of scale (EC:077) (MN)		<b>Narrative:</b> <b>Activity:</b>

<b>Performance Element:</b> Understand economic indicators to recognize economic trends and conditions.		
<b>Performance Indicators:</b>		
Discuss the measure of consumer spending as an economic indicator (EC:081) (SP)		<b>Narrative:</b> Ch. 3 p. 45 Measuring Economic Activity <b>Activity:</b> Ch. 3 Test Your Knowledge #11
Describe the economic impact of inflation on business (EC:083, LAP-EC-028) (SP)		<b>Narrative:</b> Ch. 3 p. 48 Inflation <b>Activity:</b> Ch. 3 Test Your Knowledge #11
Explain the concept of Gross Domestic Product (GDP) (EC:017, LAP-EC-001) (SP)		<b>Narrative:</b> Ch. 3 p. 45 Gross Domestic Product <b>Activity:</b> Ch. 3 Test Your Knowledge #11
Discuss the impact of a nation's unemployment rates (EC:082, LAP-EC-029) (SP)		<b>Narrative:</b> Ch 3 p. 49 Unemployment Rate <b>Activity:</b> Ch. 3 Test Your Knowledge #11
Explain the economic impact of interest-rate fluctuations (EC:084) (SP)		<b>Narrative:</b> Ch 3 p.49 Interest Rates <b>Activity:</b> Ch. 3 Test Your Knowledge #11
Determine the impact of business cycles on business activities (EC:018, LAP-EC-009) (SP)		<b>Narrative:</b> Ch 3 p. 52 Business Cycles <b>Activity:</b> Ch. 3 Test Your Knowledge #19
<b>Performance Element:</b> Understand global trade's impact to aid business decision-making.		
<b>Performance Indicators:</b>		
Explain the nature of global trade (EC:016, LAP-EC-004) (SP)		<b>Narrative:</b> Ch. 5 p. 85 Global Trade <b>Activity:</b> Ch. 5 Test Your Knowledge #13
Discuss the impact of globalization on business (EC:109) (SP)		<b>Narrative:</b> Ch. 5 p. 82 Business in a Global Society <b>Activity:</b> Ch. 5 Test Your Knowledge #14
Describe the determinants of exchange rates and their effects on the domestic economy (EC:100, LAP-EC-030) (SP)		<b>Narrative:</b> Ch. 5 p. 93 Exchange Rates and the Domestic Economy <b>Activity:</b> Ch. 5 Test Your Knowledge #6
Explain cultural considerations that impact global business relations (EC:110) (SP)		<b>Narrative:</b> Ch. 5 p. 97 Corporate Culture <b>Activity:</b> Ch. 5 Create and Design
Discuss the impact of cultural and social environments on global trade (EC:045, LAP-EC-024) (SP)		<b>Narrative:</b> Ch. 5 p. 96 Cultural, Social, and Political Environments of Global Trade <b>Activity:</b> Ch. 5 Test Your Knowledge #4
Describe the impact of electronic communication tools (e.g., Internet, video- and computer-conferencing, webcasts, email) on global business activities (EC:111) (SP)		<b>Narrative:</b> Ch. 5 p. 97 Corporate Culture <b>Activity:</b> Ch. 5 Test Your Knowledge #2
Explain the impact of major trade alliances on business activities (EC:112) (SP)		<b>Narrative:</b> Ch. 5 p. 88 Treaties <b>Activity:</b> Ch. 5 Read and Write #3

Describe the impact of the political environment on world trade (EC:113) (SP)	<b>Narrative:</b> Ch. 5 p.96 Cultural, Social, and Political Environments of Global Trade <b>Activity:</b> Ch. 5 Test Your Knowledge #4
Explain the impact of geography on world trade (EC:114) (SP)	<b>Narrative:</b> Ch. 5 p.85 Global Trade <b>Activity:</b> Ch. 5 Test Your Knowledge #12
Describe the impact of a country's history on world trade (EC:115) (SP)	<b>Narrative:</b> <b>Activity:</b>
Explain the impact of a country's economic development on world trade (EC:116) (SP)	<b>Narrative:</b> Ch. 5 p. 92 Emerging Economies <b>Activity:</b> Ch. 5 Test Your Knowledge #9
Discuss the impact of bribery and foreign monetary payments on business (EC:140) (SP)	<b>Narrative:</b> <b>Activity:</b>
Identify requirements for international business travel (e.g., passport, visa, proof of citizenship, immunizations, and sponsorship letters) (EC:141) (SP)	<b>Narrative:</b> Ch. 5 p. 99 International Business Travel <b>Activity:</b> Ch. 5 Test Your Knowledge #1
Explain labor issues associated with global trade (EC:101) (SU)	<b>Narrative:</b> Ch. 5 p. 93 Labor Issues <b>Activity:</b> Ch. 5 Test Your Knowledge #7
Describe market-entry strategies for conducting business internationally (EC:142) (MN)	<b>Narrative:</b> Ch. 5 p. 100 Market-Entry Strategies for Conducting Business Internationally <b>Activity:</b> Ch. 5 Test Your Knowledge #3
Discuss the potential impact of emerging economies on business activities (EC:117) (MN)	<b>Narrative:</b> Ch. 5 p. 92 Emerging Economies <b>Activity:</b> Ch. 5 Test Your Knowledge #8

## Instructional Area: Emotional Intelligence (EI)

**Standard:** Understands techniques, strategies, and systems used to foster self-understanding and enhance relationships with others

**Performance Element:** Foster self-understanding to recognize the impact of personal feelings on others.

<b>Performance Indicators:</b>	
Describe the nature of emotional intelligence (EI:001, LAP-EI-006) (PQ)	<b>Narrative:</b> Ch. 8 p. 160 Leading with Emotional Intelligence <b>Activity:</b> Ch. 8 Read and Write
Explain the concept of self-esteem (EI:016) (PQ)	<b>Narrative:</b> Ch. 8 p. 160 Leading with Emotional Intelligence <b>Activity:</b>
Recognize personal biases and stereotypes (EI:017) (PQ)	<b>Narrative:</b> Ch. 8 p. 160 Leading with Emotional Intelligence <b>Activity:</b> Ch. 8 Read and Write
Assess personal strengths and weaknesses (EI:002, LAP-EI-017) (PQ)	<b>Narrative:</b> Ch. 7 p. 136 What Makes an Entrepreneur? Ch. 8 p. 160

		Leading with Emotional Intelligence <b>Activity:</b>
<b>Performance Element:</b> Develop personal traits to foster career advancement.		
<b>Performance Indicators:</b>		
Identify desirable personality traits important to business (EI:018, LAP-EI-009) (PQ)		<b>Narrative:</b> Ch. 22 p. 440 Personal Qualities <b>Activity:</b>
Exhibit self-confidence (EI:023) (PQ)		<b>Narrative:</b> Ch. 22 p. 440 Personal Qualities <b>Activity:</b>
Demonstrate interest and enthusiasm (EI:020) (PQ)		<b>Narrative:</b> Ch. 22 p. 440 Personal Qualities <b>Activity:</b>
Demonstrate initiative (EI:024, LAP-EI-002) (PQ)		<b>Narrative:</b> Ch. 22 p. 440 Personal Qualities <b>Activity:</b>
<b>Performance Element:</b> Apply ethics to demonstrate trustworthiness.		
<b>Performance Indicators:</b>		
Demonstrate responsible behavior (EI:021, LAP-EI-021) (PQ)		<b>Narrative:</b> Ch. 6 p. 122 Employee Ethics <b>Activity:</b> Ch. 6 Test Your Knowledge #2
Demonstrate honesty and integrity (EI:022) (PQ)		<b>Narrative:</b> Ch. 6 p. 122 Employee Ethics <b>Activity:</b> Ch. 6 Test Your Knowledge #2
Demonstrate ethical work habits (EI:004, LAP-EI-004) (PQ)		<b>Narrative:</b> Ch. 6 p. 122 Employee Ethics <b>Activity:</b> Ch. 6 Test Your Knowledge #2
Take responsibility for decisions and actions (EI:075) (PQ)		<b>Narrative:</b> Ch. 6 p. 122 Employee Ethics <b>Activity:</b> Ch. 6 Test Your Knowledge #2
Manage commitments in a timely manner (EI:077) (CS)		<b>Narrative:</b> Ch. 6 p. 122 Employee Ethics <b>Activity:</b> Ch. 6 Test Your Knowledge #2
<b>Performance Element:</b> Exhibit techniques to manage emotional reactions to people and situations.		
<b>Performance Indicators:</b>		
Exhibit a positive attitude (EI:019, LAP-EI-003) (PQ)		<b>Narrative:</b> Ch. 8 p. 160 Leading with Emotional Intelligence <b>Activity:</b>
Demonstrate self-control (EI:025, LAP-EI-014) (PQ)		<b>Narrative:</b> Ch. 8 p. 160 Leading with Emotional Intelligence <b>Activity:</b>

	Explain the use of feedback for personal growth (EI:003, LAP-EI-015) (PQ)	<b>Narrative:</b> Ch. 8 p. 160 Leading with Emotional Intelligence <b>Activity:</b>
	Adjust to change (EI:026) (PQ)	<b>Narrative:</b> <b>Activity:</b>
<b>Performance Element:</b> Identify with others' feelings, needs, and concerns to enhance interpersonal relations.		
<b>Performance Indicators:</b>		
	Respect the privacy of others (EI:029) (PQ)	<b>Narrative:</b> <b>Activity:</b>
	Show empathy for others (EI:030, LAP-EI-012) (PQ)	<b>Narrative:</b> Ch. 8 p. 160 Leading with Emotional Intelligence <b>Activity:</b> Ch. 8 Read and Write
	Maintain the confidentiality of others (EI:103) (CS)	<b>Narrative:</b> Ch. 8 p. 160 Leading with Emotional Intelligence <b>Activity:</b>
	Exhibit cultural sensitivity (EI:033, LAP-EI-011) (CS)	<b>Narrative:</b> Ch. 8 p. 160 Leading with Emotional Intelligence <b>Activity:</b> Ch. 8 Read and Write
	Leverage personality types in business situations (EI:104) (SP)	<b>Narrative:</b> <b>Activity:</b>
	Adapt management style to the personality type of others (EI:105) (SU)	<b>Narrative:</b> <b>Activity:</b>
<b>Performance Element:</b> Use communication skills to foster open, honest communications.		
<b>Performance Indicators:</b>		
	Explain the nature of effective communications (EI:007) (PQ)	<b>Narrative:</b> Ch. 8 p. 174 Communication Skills <b>Activity:</b> Ch. 8 Test your Knowledge #19 and #20
	Explain ethical considerations in providing information (EI:038) (SP)	<b>Narrative:</b> <b>Activity:</b>
	Solicit feedback (EI:106) (SP)	<b>Narrative:</b> <b>Activity:</b>
	Use social media to solicit new ideas and solutions (EI:107) (SP)	<b>Narrative:</b> Ch. 8 p. 171 Social Media's Role in Business <b>Activity:</b> Ch. 8 Test Your Knowledge #15

<b>Performance Element:</b> Use communication skills to influence others.	
<b>Performance Indicators:</b>	
"Sell" ideas to others (EI:108) (SP)	<b>Narrative:</b> <b>Activity:</b>
Persuade others (EI:012) (SP)	<b>Narrative:</b> <b>Activity:</b>
Demonstrate negotiation skills (EI:062, LAP-EI-008) (SP)	<b>Narrative:</b> <b>Activity:</b>
Offer constructive criticism (EI:080) (SU)	<b>Narrative:</b> Ch. 8 p. 174 Speaking bullet #1 <b>Activity:</b>
<b>Performance Element:</b> Manage stressful situations to minimize potential negative impact.	
<b>Performance Indicators:</b>	
Use appropriate assertiveness (EI:008, LAP-EI-018) (PQ)	<b>Narrative:</b> <b>Activity:</b>
Use conflict-resolution skills (EI:015, LAP-EI-007) (CS)	<b>Narrative:</b> Ch. 8 p. 167 Working in Teams bullet #3 <b>Activity:</b>
Explain the nature of office politics (EI:109) (CS)	<b>Narrative:</b> <b>Activity:</b>
Overcome problems and difficulties associated with office politics/turf wars (EI:095) (CS)	<b>Narrative:</b> <b>Activity:</b>
Explain the nature of stress management (EI:028, LAP-EI-025) (SP)	<b>Narrative:</b> <b>Activity:</b>
Manage crises in relationships (EI:110) (SU)	<b>Narrative:</b> <b>Activity:</b>



<b>Performance Element:</b> Implement teamwork techniques to accomplish goals.		
<b>Performance Indicators:</b>		
Participate as a team member (EI:045) (CS)		<b>Narrative:</b> Ch. 8 p. 167 Working in Teams <b>Activity:</b> Ch. 8 Create and Design
Use consensus-building skills (EI:011, LAP-EI-019) (SP)		<b>Narrative:</b> Ch. 8 p. 167 Working in Teams <b>Activity:</b> Ch. 8 Create and Design
Motivate team members (EI:059) (SP)		<b>Narrative:</b> Ch. 8 p. 167 Working in Teams <b>Activity:</b> Ch. 8 Create and Design
Encourage team building (EI:044) (SU)		<b>Narrative:</b> Ch. 8 p. 167 Working in Teams <b>Activity:</b> Ch. 8 Create and Design
<b>Performance Element:</b> Employ leadership skills to achieve workplace objectives.		
<b>Performance Indicators:</b>		
Explain the concept of leadership (EI:009, LAP-EI-016) (CS)		<b>Narrative:</b> Ch. 8 p. 160 The Concept of Leadership <b>Activity:</b> Ch. 8 Read and Write
Determine personal vision (EI:063) (CS)		<b>Narrative:</b> <b>Activity:</b>
Demonstrate adaptability (EI:006, LAP-EI-023) (CS)		<b>Narrative:</b> <b>Activity:</b>
Develop an achievement orientation (EI:027, LAP-EI-010) (CS)		<b>Narrative:</b> <b>Activity:</b>
Lead change (EI:005, LAP-EI-022) (CS)		<b>Narrative:</b> <b>Activity:</b>
Enlist others in working toward a shared vision (EI:060, LAP-EI-013) (CS)		<b>Narrative:</b> <b>Activity:</b>
Coach others (EI:041, LAP-EI-024) (CS)		<b>Narrative:</b> <b>Activity:</b>
Act as a role model to fulfill the organization's standards/values (EI:111) (SU)		<b>Narrative:</b> <b>Activity:</b>
Recognize/Reward others for their efforts and contributions (EI:014) (SU)		<b>Narrative:</b> <b>Activity:</b>

<b>Performance Element:</b> Manage internal and external business relationships to foster positive interactions.		
<b>Performance Indicators:</b> Treat others fairly at work (EI:036, LAP-EI-020) (PQ)		
Foster positive working relationships (EI:037, LAP-EI-005) (CS)		<b>Narrative:</b> <b>Activity:</b>
Maintain collaborative partnerships with colleagues (EI:061) (SP)		<b>Narrative:</b> Ch. 8 p. 167 Working in Teams bullet #5 <b>Activity:</b> Ch. 8 Create and Design
Explain the impact of political relationships within an organization (EI:034) (SP)		<b>Narrative:</b> <b>Activity:</b>
Explain the nature of organizational culture (EI:064) (SP)		
Interpret and adapt to a business's culture (EI:112) (SP)		
Determine stakeholder expectations (EI:113) (MN)		<b>Narrative:</b> <b>Activity:</b>
Establish strategic relationships with others (EI:114) (MN)		<b>Narrative:</b> <b>Activity:</b>
Share best practices with key individuals and groups (EI:115) (MN)		<b>Narrative:</b> <b>Activity:</b>
Leverage business relationships (EI:116) (MN)		<b>Narrative:</b> <b>Activity:</b>
<b>Instructional Area: Entrepreneurship (EN)</b>		
<b>Standard:</b> Understands the concepts, processes, and skills associated with identifying new ideas, opportunities, and methods and with creating or starting a new project or venture		
<b>Performance Element:</b> Understand fundamental factors about entrepreneurship to recognize its role and importance in the economy		
<b>Performance Indicators:</b>		
Describe the nature of entrepreneurship (EN:039) (SP)		<b>Narrative:</b> Ch. 7 p.132 What is Entrepreneurship? <b>Activity:</b> Ch. 7 Test Your Knowledge #1
Explain the role requirements of entrepreneurs and owners (EN:040) (SP)		<b>Narrative:</b> Ch. 7 p. 133 Entrepreneurial Concepts <b>Activity:</b> Ch. 7 Test Your Knowledge #2
Describe small-business opportunities in international trade (EN:041) (SP)		<b>Narrative:</b> <b>Activity:</b>

<b>Performance Element:</b> Employ entrepreneurial discovery strategies to generate feasible ideas for business ventures.	
<b>Performance Indicators:</b>	
Explain the need for entrepreneurial discovery (EN:001) (ON)	<b>Narrative:</b> Ch. 7 p. 134 Economic Concepts and Entrepreneurial Discovery <b>Activity:</b> Ch. 7 Read and Write
Discuss entrepreneurial discovery processes (EN:002) (ON)	<b>Narrative:</b> Ch. 7 p. 134 Economic Concepts and Entrepreneurial Discovery <b>Activity:</b> Ch. 7 Read and Write
Assess global trends and opportunities for business ventures (EN:003) (ON)	<b>Narrative:</b> Ch. 7 p. 140 Starting a Business Venture <b>Activity:</b> Ch. 7 Read and Write
Determine opportunities for venture creation (EN:004) (ON)	<b>Narrative:</b> Ch. 7 p. 140 Starting a Business Venture <b>Activity:</b> Ch. 7 Read and Write
Assess opportunities for venture creation (EN:005) (ON)	<b>Narrative:</b> Ch. 7 p. 140 Starting a Business Venture <b>Activity:</b> Ch. 7 Read and Write
Generate venture ideas (EN:006) (ON)	<b>Narrative:</b> Ch. 7 p. 140 Starting a Business Venture <b>Activity:</b> Ch. 7 Read and Write
Determine feasibility of venture ideas (EN:038) (ON)	<b>Narrative:</b> Ch. 7 p. 140 Starting a Business Venture <b>Activity:</b> Ch. 7 Read and Write
<b>Performance Element:</b> Develop concept for new business venture to evaluate its success potential.	
<b>Performance Indicators:</b>	
Describe entrepreneurial planning considerations (EN:007) (ON)	<b>Narrative:</b> Ch. 7 p. 141 Venture Planning <b>Activity:</b> Ch. 7 Listen and Speak
Explain tools used by entrepreneurs for venture planning (EN:008) (ON)	<b>Narrative:</b> Ch. 7 p. 141 Venture Planning <b>Activity:</b> Ch. 7 Listen and Speak
Assess start-up requirements (EN:009) (ON)	<b>Narrative:</b> Ch. 7 p. 141 Venture Funding <b>Activity:</b> Ch. 7 Test Your Knowledge #6
Assess risks associated with venture (EN:010) (ON)	<b>Narrative:</b> Ch. 7 p. 138 Risks and Rewards of Entrepreneurship <b>Activity:</b> Ch. 7 Test Your Knowledge #5
Describe external resources useful to entrepreneurs during concept development (EN:011) (ON)	<b>Narrative:</b> <b>Activity:</b>
Assess the need to use external resources for concept development (EN:012) (ON)	<b>Narrative:</b> <b>Activity:</b>

	Describe strategies to protect intellectual property (EN:013) (ON)	<b>Narrative:</b> Ch. 7 p. 143 Marketing Plan <b>Activity:</b> Ch. 7 Listen and Speak
	Use components of business plan to define venture idea (EN:014) (ON)	<b>Narrative:</b> Ch. 7 p. 143 Creating a Business Plan <b>Activity:</b> Ch. 7 Listen and Speak
<b>Performance Element:</b> Determine needed resources for a new business venture to contribute to its start-up viability.		
<b>Performance Indicators:</b>		
	Describe processes used to acquire adequate financial resources for venture creation/start-up (EN:015) (ON)	<b>Narrative:</b> Ch. 7 p. 146 Venture Funding <b>Activity:</b> Ch. 7 Test Your Knowledge #9
	Select sources to finance venture creation/start-up (EN:016) (ON)	<b>Narrative:</b> Ch. 7 p. 146 Venture Funding <b>Activity:</b> Ch. 7 Test Your Knowledge #7
	Explain factors to consider in determining a venture's human-resources needs (EN:017) (ON)	<b>Narrative:</b> Ch. 7 p. 10 Management Plan <b>Activity:</b> Ch. 7 Test Your Knowledge #8
	Explain considerations in making the decision to hire staff (EN:018) (ON)	<b>Narrative:</b> Ch. 7 p. 143 Management Plan <b>Activity:</b> Ch. 7 Listen and Speak
	Describe considerations in selecting capital resources (EN:019) (ON)	<b>Narrative:</b> Ch 7 p.144 Financial Plan <b>Activity:</b> Ch. 7 Listen and Speak
	Identify capital resources needed for the venture (EN:020) (ON)	<b>Narrative:</b> Ch 7 p.11 Financial Plan <b>Activity:</b> Ch. 7 Listen and Speak
	Assess the costs/benefits associated with resources (EN:021) (ON)	<b>Narrative:</b> <b>Activity:</b>
<b>Performance Element:</b> Actualize new business venture to generate profit and/or meet objectives.		
<b>Performance Indicators:</b>		
	Use external resources to supplement entrepreneur's expertise (EN:022) (ON)	<b>Narrative:</b> Ch 7 p.144 Financial Plan <b>Activity:</b> Ch. 7 Listen and Speak
	Explain the complexity of business operations (EN:023) (ON)	<b>Narrative:</b> <b>Activity:</b>
	Evaluate risk-taking opportunities (EN:024) (ON)	<b>Narrative:</b> Ch. 7 p. 138 Risks and Rewards of Entrepreneurship <b>Activity:</b> Ch. 7 Test Your Knowledge #5
	Explain the need for business systems and procedures (EN:025) (ON)	<b>Narrative:</b> Ch. 9 p. 1 Operating Procedures <b>Activity:</b> Ch. 9 Test Your Knowledge #2
	Describe the use of operating procedures (EN:026) (ON)	<b>Narrative:</b> Ch. 9 p. 184 Operating Procedures

		<b>Activity:</b> Ch. 9 Test Your Knowledge #2
	Explain methods/processes for organizing workflow (EN:027) (ON)	<b>Narrative:</b> Ch 9 p. 184 Operating Procedures <b>Activity:</b> Ch. 9 Test Your Knowledge #1
	Develop and/or provide product/service (EN:028) (ON)	<b>Narrative:</b> Ch. 9 p. 187 Production <b>Activity:</b> Ch. 9 Test Your Knowledge #7
	Use creative problem-solving in business activities/decisions (EN:029) (ON)	<b>Narrative:</b> Ch. 7 p. 137 Problem-Solving Skills <b>Activity:</b> Ch. 7. Create and Design
	Explain the impact of resource productivity on venture success (EN:030) (ON)	<b>Narrative:</b> Ch. 7 p.148 The Importance of Productivity <b>Activity:</b> Ch. 7 Test Your Knowledge #11
	Create processes for ongoing opportunity recognition (EN:031) (ON)	<b>Narrative:</b> <b>Activity:</b>
	Develop plan to invest resources into improving current products or creating new ones (EN:032) (ON)	<b>Narrative:</b> Ch. 9 p. 188 Product Planning <b>Activity:</b> Ch. 9 Test Your Knowledge #7
	Adapt to changes in business environment (EN:033) (ON)	<b>Narrative:</b> Ch. 7 p. 148 Adapting to Changes <b>Activity:</b> Ch. 7 Test Your Knowledge #10
<b>Performance Element:</b> Select harvesting strategies to identify entrepreneur's role in the business venture.		
<b>Performance Indicators:</b>		
	Explain the need for continuation planning (EN:034) (ON)	<b>Narrative:</b> <b>Activity:</b>
	Describe methods of venture harvesting (EN:035) (ON)	<b>Narrative:</b> <b>Activity:</b>
	Evaluate options for continued venture involvement (EN:036) (ON)	<b>Narrative:</b> <b>Activity:</b>
	Develop exit strategies (EN:037) (ON)	<b>Narrative:</b> <b>Activity:</b>

## Instructional Area: Financial Analysis (FI)

**Standard:** Understands tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources

**Performance Element:** Understand the fundamental principles of money needed to make financial exchanges.

<b>Performance Indicators:</b>	
Explain forms of financial exchange (cash, credit, debit, electronic funds transfer, etc.) (FI:058) (PQ)	<b>Narrative:</b> Ch 14 p. 276 Forms of Financial Exchange <b>Activity:</b> Ch 14 Read and Write, Ch 14 Test Your Knowledge #6
Identify types of currency (paper money, coins, banknotes, government bonds, treasury notes, etc.) (FI:059) (PQ)	<b>Narrative:</b> Ch 14 p. 275 Types of Currency <b>Activity:</b> Ch 14 Create and Design
Describe functions of money (medium of exchange, unit of measure, store of value) (FI:060) (PQ)	<b>Narrative:</b> Ch 14 p. 273 Functions of Money <b>Activity:</b> Ch 14 Listen and Speak
Describe sources of income (wages/salaries, interest, rent, dividends, transfer payments, etc.) (FI:061) (PQ)	<b>Narrative:</b> Ch 17 p. 326 Personal Financial Management <b>Activity:</b>
Explain the time value of money (FI:062) (CS)	<b>Narrative:</b> Ch 19 p. 368 Benefits of Investing <b>Activity:</b> Ch 19 Test Your Knowledge #6
Explain the purposes and importance of credit (FI:002, LAP-FI-002) (CS)	<b>Narrative:</b> Ch 15 p. 288 Purpose and Importance of Credit <b>Activity:</b>
Explain legal responsibilities associated with financial exchanges (FI:063) (CS)	<b>Narrative:</b> Ch 14 p. 280 Ethical and Legal Considerations <b>Activity:</b> Ch 14 Read and Write, Ch 14 Test Your Knowledge #3
<b>Performance Element:</b> Analyze financial needs and goals to determine financial requirements.	
<b>Performance Indicators:</b>	
Explain the nature of financial needs (e.g., college, retirement, wills, insurance, etc.) (FI:064) (CS)	<b>Narrative:</b> Ch 14 p. 283 Considering Financial Needs of Employees <b>Activity:</b> Ch 14 Test Your Knowledge #2
Set financial goals (FI:065) (CS)	<b>Narrative:</b> Ch. 8 p. 152 Mission, Vision, and Goals <b>Activity:</b> Ch. 8 Test Your Knowledge #2 and #3
Develop personal budget (FI:066) (CS)	<b>Narrative:</b> Ch. 16 p. 310 Budgeting <b>Activity:</b>
<b>Performance Element:</b> Manage personal finances to achieve financial goals.	
<b>Performance Indicators:</b>	
Explain the nature of tax liabilities (FI:067) (PQ)	<b>Narrative:</b> Ch 17 Form W-4 p. 328 <b>Activity:</b>

Interpret a pay stub (FI:068) (PQ) Prepare bank account documents (e.g., checks, deposit/withdrawal slips, endorsements, etc.) (FI:560) (PQ)	<b>Narrative:</b> Ch 17 The Anatomy of a Pay Stub p. 328, Ch. 18 p. 353 Checking Accounts <b>Activity:</b>
Maintain financial records (FI:069) (PQ)	<b>Narrative:</b> Ch 16 p. 313 Interpreting Financial Statements <b>Activity:</b>
Read and reconcile bank statements (FI:070) (PQ)	<b>Narrative:</b> Ch. 18 p. 353 Checking Accounts <b>Activity:</b>
Demonstrate the wise use of credit (FI:071) (CS)	<b>Narrative:</b> Ch 15 p. 293 Five Cs of Credit <b>Activity:</b>
Validate credit history (FI:072) (CS)	<b>Narrative:</b> Ch 15 p. 296 Credit Report and Score <b>Activity:</b>
Protect against identity theft (FI:073) (CS)	<b>Narrative:</b> Ch. 20 p. 396 Business Risks <b>Activity:</b>
Prepare personal income tax forms (i.e., 1040 EZ form) (FI:074) (CS)	<b>Narrative:</b> Ch 17 p. 336 Tax Documentation <b>Activity:</b>
<b>Performance Element:</b> Understand the use of financial-services providers to aid in financial-goal achievement.	
<b>Performance Indicators:</b>	
Describe types of financial-services providers (FI:075) (CS)	<b>Narrative:</b> Ch 18 p. 350 Types of Financial Institutions <b>Activity:</b>
Discuss considerations in selecting a financial-services provider (FI:076) (CS)	<b>Narrative:</b> Ch 18 p. 352 Evaluating Service Providers <b>Activity:</b>
<b>Performance Element:</b> Use investment strategies to ensure financial well-being.	
<b>Performance Indicators:</b>	
Explain types of investments (FI:077, LAP-FI-077) (CS)	<b>Narrative:</b> Ch. 19 p. 377 Types of Investments <b>Activity:</b> Ch. 19 Test Your Knowledge #10
Establish investment goals and objectives (FI:079) (MN)	<b>Narrative:</b> Ch 19 p. 370 Foundations of Investing <b>Activity:</b>

<b>Performance Element:</b> Use risk management products to protect a business's financial well-being.	
<b>Performance Indicators:</b>	
Describe the concept of insurance (FI:081) (CS)	<b>Narrative:</b> Ch 20 p. 394 Insurance and Risk Management <b>Activity:</b>
Obtain insurance coverage (FI:082) (ON)	<b>Narrative:</b> Ch. 20 p. 397 Insurance Basics <b>Activity:</b>
Settle insurance losses (FI:083) (ON)	<b>Narrative:</b> Ch 20 p. 402 Insurance Claim Settlement Process <b>Activity:</b>
<b>Performance Element:</b> Acquire a foundational knowledge of accounting to understand its nature and scope.	
<b>Performance Indicators:</b>	
Describe the need for financial information (FI:579, LAP-FI-009) (CS)	<b>Narrative:</b> Ch 16 p. 306 Business Finances <b>Activity:</b>
Explain the concept of accounting (FI:085, LAP-FI-005) (CS)	<b>Narrative:</b> Ch 16 p. 306 Accounting Practices <b>Activity:</b>
Discuss the role of ethics in accounting (FI:351) (SP)	<b>Narrative:</b> Ch 16 p. 310 Ethical and Legal Considerations in Accounting <b>Activity:</b>
Explain the use of technology in accounting (FI:352) (SP)	<b>Narrative:</b> Ch 16 p. 315 Business Ties to Tech <b>Activity:</b>
Explain legal considerations for accounting (FI:353) (SP)	<b>Narrative:</b> Ch 16 p. 310 Ethical and Legal Considerations in Accounting <b>Activity:</b>
<b>Performance Element:</b> Implement accounting procedures to track money flow and to determine financial status.	
<b>Performance Indicators:</b>	
Describe the nature of cash flow statements (FI:091, LAP-FI-006) (SP)	<b>Narrative:</b> Ch 16 p. 319 Cash Flow Statements <b>Activity:</b>
Prepare cash flow statements (FI:092) (MN)	<b>Narrative:</b> Ch 16 p. 319 Cash Flow Statements <b>Activity:</b>
Explain the nature of balance sheets (FI:093, LAP-FI-010) (SP)	<b>Narrative:</b> Ch 16 p. 314 Balance Sheets <b>Activity:</b>
Describe the nature of income statements (FI:094, LAP-FI-004) (SP)	<b>Narrative:</b> Ch 16 p. 317 Income Statements <b>Activity:</b>



<b>Performance Element:</b> Acquire a foundational knowledge of finance to understand its nature and scope.		
<b>Performance Indicators:</b>		
Explain the role of finance in business (FI:354, LAP-FI-007) (CS)		<b>Narrative:</b> Ch 14 p. 272 Finance in Business <b>Activity:</b> Ch 14 Test Your Knowledge #1
Discuss the role of ethics in finance (FI:355) (SP)		<b>Narrative:</b> Ch 14 p. 280 Ethical and Legal Considerations <b>Activity:</b> Ch 14 Test Your Knowledge #3
Explain legal considerations for finance (FI:356) (SP)		<b>Narrative:</b> Ch 14 p. 280 Ethical and Legal Considerations <b>Activity:</b> Ch 14 Test Your Knowledge #3
<b>Performance Element:</b> Implement financial skills to obtain business credit and to control its use.		
<b>Performance Indicators:</b>		
Explain the purposes and importance of obtaining business credit (FI:023) (ON)		<b>Narrative:</b> Ch 15 p. 288 Purpose and Importance of Credit <b>Activity:</b>
Analyze critical banking relationships (FI:039) (ON)		<b>Narrative:</b> <b>Activity:</b>
Make critical decisions regarding acceptance of bank cards (FI:040) (ON)		<b>Narrative:</b> <b>Activity:</b>
Determine financing needed for business operations (FI:043) (ON)		<b>Narrative:</b> Ch 15 p. 290 Sources of Credit <b>Activity:</b>
Identify risks associated with obtaining business credit (FI:041) (ON)		<b>Narrative:</b> Ch 15 p. 300 Business Credit <b>Activity:</b>
Explain sources of financial assistance (FI:031) (ON)		<b>Narrative:</b> Ch 15 p. 90 Sources of Credit <b>Activity:</b>
Explain loan evaluation criteria used by lending institutions (FI:034) (ON)		<b>Narrative:</b> Ch 15 p. 294 Five Cs of Credit <b>Activity:</b>
Complete loan application package (FI:033) (ON)		<b>Narrative:</b> Ch 15 p. 294 Five Cs of Credit <b>Activity:</b>

<b>Performance Element:</b> Manage financial resources to ensure solvency.		
<b>Performance Indicators:</b>		
Describe the nature of budgets (FI:106, LAP-FI-003) (SP)		<b>Narrative:</b> Ch 16 p. 310 Budgeting <b>Activity:</b>
Explain the nature of operating budgets (FI:098) (SU)		<b>Narrative:</b> Ch 16 p. 312 Operating Budget <b>Activity:</b>
Describe the nature of cost/benefit analysis (FI:357, LAP-FI-011) (MN)		<b>Narrative:</b> Ch. 21 p. 429 Evaluating Benefits and Costs of Different Choices <b>Activity:</b>
Determine relationships among total revenue, marginal revenue, output, and profit (FI:358) (MN)		<b>Narrative:</b> <b>Activity:</b>
Develop company's/department's budget (FI:099) (MN)		<b>Narrative:</b> Ch 16 p. 310 Budgeting <b>Activity:</b>
Forecast sales (FI:096) (MN)		<b>Narrative:</b> Ch 16 p. 311 Sales Forecast Budget <b>Activity:</b>
Calculate financial ratios (FI:097) (MN)		<b>Narrative:</b> Ch 16 p. 313 Interpreting Financial Statements <b>Activity:</b>
Interpret financial statements (FI:102) (MN)		<b>Narrative:</b> Ch 16 p. 313 Interpreting Financial Statements <b>Activity:</b>
File business tax returns (FI:652) (ON)		<b>Narrative:</b> Ch 17 p. 340 Filing Taxes <b>Activity:</b>
Verify the accuracy of business financial records (FI:653) (ON)		<b>Narrative:</b> Ch 16 p. 313 Interpreting Financial Statements <b>Activity:</b>
<b>Instructional Area: Human Resources Management (HR)</b>		
<b>Standard:</b> Understands the tools, techniques, and systems that businesses use to plan, staff, lead, and organize its human resources		
<b>Performance Element:</b> Understand the role and function of human resources management to obtain a foundational knowledge of its nature and scope.		
<b>Performance Indicators:</b>		
Discuss the nature of human resources management (HR:410, LAP-HR-035) (CS)		<b>Narrative:</b> Ch. 10 p. 204 Human Resource Functions <b>Activity:</b> Ch. 10 Test Your Knowledge #2
Explain the role of ethics in human resources management (HR:411) (SP)		<b>Narrative:</b> Ch. 10 p. 214 Ethics <b>Activity:</b> Ch. 10 Test Your Knowledge #7

Describe the use of technology in human resources management (HR:412) (SP)	<b>Narrative:</b> Ch. 10 p. 208 Business Ties to Tech <b>Activity:</b> Ch. 10 Test Your Knowledge #9
<b>Performance Element:</b> Implement organizational skills to facilitate others' work efforts.	
<b>Performance Indicators:</b>	
Assist employees with prioritizing work responsibilities (HR:385) (SU)	<b>Narrative:</b> Ch. 10 p. 207 Coordinate <b>Activity:</b> Ch. 10 Listen and Speak
Delegate work to others (HR:386) (SU)	<b>Narrative:</b> Ch. 10 p. 207 Coordinate <b>Activity:</b> Ch. 10 Listen and Speak
Coordinate efforts of cross-functional teams to achieve project/company goals (HR:387) (SU)	<b>Narrative:</b> Ch. 10 p. 207 Coordinate <b>Activity:</b> Ch. 10 Listen and Speak
Manage collaborative efforts (HR:388) (SU)	<b>Narrative:</b> Ch. 10 p. 207 Coordinate <b>Activity:</b> Ch. 10 Listen and Speak
Harmonize tasks, projects, and employees in the context of business priorities (HR:389) (SU)	<b>Narrative:</b> Ch. 10 p. 207 Coordinate <b>Activity:</b> Ch. 10 Listen and Speak
Coordinate human, capital, and fiscal resources to meet business priorities (HR:508) (MN)	<b>Narrative:</b> Ch. 10 p. 207 Coordinate <b>Activity:</b> Ch. 10 Listen and Speak
<b>Performance Element:</b> Staff a business unit to satisfy work demands while adhering to budget constraints.	
<b>Performance Indicators:</b>	
Determine hiring needs (HR:353) (SU)	<b>Narrative:</b> Ch. 10 p. 205 Hire <b>Activity:</b> Ch. 10 Read and Write
Screen job applications/résumés (HR:354) (SU)	<b>Narrative:</b> Ch. 10 p. 205 Hire <b>Activity:</b> Ch. 10 Read and Write
Interview job applicants (HR:355) (SU)	<b>Narrative:</b> Ch. 10 p. 205 Hire <b>Activity:</b> Ch. 10 Read and Write
Discuss employee compensation (HR:390) (SU)	<b>Narrative:</b> Ch. 10 p. 205 Hire <b>Activity:</b> Ch. 10 Test Your Knowledge #5, Ch. 10 Read and Write
Select and hire new employees (HR:356) (SU)	<b>Narrative:</b> Ch. 10 p. 205 Hire <b>Activity:</b> Ch. 10 Read and Write
Conduct exit interviews (HR:357) (SU)	<b>Narrative:</b> Ch. 10 p. 208 Evaluate <b>Activity:</b> Ch. 10 Read and Write
Dismiss/Fire employees (HR:358) (SU)	<b>Narrative:</b> Ch. 10 p. 208 Evaluate

		<b>Activity:</b> Ch. 10 Read and Write
	Maintain human resources records (HR:359) (SU)	<b>Narrative:</b> Ch. 10 p. 214 Ethics <b>Activity:</b> Ch. 10 Test You knowledge #7
<b>Performance Element:</b> Manage staff growth and development to increase productivity and employee satisfaction.		
<b>Performance Indicators:</b>		
	Orient new employees (HR:360) (CS)	<b>Narrative:</b> Ch. 10 p. 206 Orient and Train <b>Activity:</b> Ch. 10 Read and Write
	Orient new employees (management's role) (HR:361) (SU)	<b>Narrative:</b> Ch. 10 p. 206 Orient and Train <b>Activity:</b> Ch. 10 Read and Write
	Explain the role of training and human resources development (HR:362) (SU)	<b>Narrative:</b> Ch. 10 p. 206 Orient and Train <b>Activity:</b> Ch. 10 Test Your Knowledge #3
	Explain the nature of management/supervisory training (HR:363) (SU)	<b>Narrative:</b> Ch. 10 p. 206 Orient and Train <b>Activity:</b> Ch. 10 Test Your Knowledge #4
	Explain the nature of leadership in organizations (HR:493, LAP-HR-036) (SU)	<b>Narrative:</b> Ch. 10 p. 214 Ethics <b>Activity:</b> Ch. 10 Test Your Knowledge #8
	Coach employees (HR:364) (SU)	<b>Narrative:</b> Ch. 10 p. 208 Evaluate <b>Activity:</b> Ch. 10 Read and Write
	Recognize/Reward employees (HR:365) (SU)	<b>Narrative:</b> Ch. 10 p. 208 Evaluate <b>Activity:</b> Ch. 10 Read and Write
	Maintain ongoing discussion of issues related to compensation (HR:391) (SU)	<b>Narrative:</b> Ch. 10 p. 210 Compensation <b>Activity:</b> Ch. 10 test Your Knowledge #6
	Train staff (HR:392) (SU)	<b>Narrative:</b> Ch. 10 p. 206 Orient and Train <b>Activity:</b> Ch. 10 Read and Write
	Supervise staff (HR:393) (SU)	<b>Narrative:</b> Ch. 10 p. 206 Orient and Train <b>Activity:</b> Ch. 10 Read and Write
	Involve staff in company activities (HR:405) (SU)	<b>Narrative:</b> Ch. 10 p. 206 Orient and Train <b>Activity:</b> Ch. 10 Read and Write
	Foster "right" environment for employees (HR:403) (SU)	<b>Narrative:</b> Ch. 10 p. 208 Evaluate <b>Activity:</b> Ch. 10 Read and Write
	Assess employee performance (HR:368) (SU)	<b>Narrative:</b> Ch. 10 p. 208 Evaluate <b>Activity:</b> Ch. 10 Read and Write

	Ensure equitable opportunities for employees (HR:367) (SU)	<b>Narrative:</b> Ch. 10 p. 215 Laws and Regulations <b>Activity:</b> Ch. 10 Create and Design
	Assess team performance (HR:494) (SU)	<b>Narrative:</b> Ch. 10 p. 208 Evaluate <b>Activity:</b> Ch. 10 Read and Write
<b>Performance Element:</b> Resolve staff issues/problems to enhance productivity and improve employee relationships.		
<b>Performance Indicators:</b>		
	Handle employee complaints and grievances (HR:366) (SU)	<b>Narrative:</b> Ch. 10 p. 216 Remedial Action <b>Activity:</b> Ch. 10 Create and Design
	Explain issues associated with the payroll process (HR:394) (SU)	<b>Narrative:</b> Ch. 10 p. 214 Resolving Compensation Issues <b>Activity:</b> Ch. 10 Test Your Knowledge #6
	Explain the nature of remedial action (HR:369) (SU)	<b>Narrative:</b> Ch. 10 p. 216 Remedial Action <b>Activity:</b> Ch. 10 Test Your Knowledge #10
<b>Instructional Area: Marketing (MK)</b>		
<b>Standard: Understands the tools, techniques, and systems that businesses use to create exchanges and satisfy organizational objectives</b>		
<b>Performance Element:</b> Understand marketing's role and function in business to facilitate economic exchanges with customers.		
<b>Performance Indicators:</b>		
	Explain marketing and its importance in a global economy (MK:001, LAP-MK-004) (CS)	<b>Narrative:</b> Ch 11 p. 231 Advertising <b>Activity:</b> Ch 11 Test Your Knowledge #1
	Describe marketing functions and related activities (MK:002, LAP-MK-001) (CS)	<b>Narrative:</b> Ch 11 p. 229 Marketing Functions <b>Activity:</b> Ch 11 Listen and Speak
<b>Performance Element:</b> Acquire foundational knowledge of customer/client/business behavior to understand what motivates decision-making.		
<b>Performance Indicators:</b>		
	Explain factors that influence customer/client/business buying behavior (MK:014, LAP-MK-006) (SP)	<b>Narrative:</b> Ch 12 p. 246 Types of Customers <b>Activity:</b> Ch 12 Read and Write
	Discuss actions employees can take to achieve the company's desired results (MK:015, LAP-MK-002) (SP)	<b>Narrative:</b> <b>Activity:</b>
	Demonstrate connections between company actions and results (e.g., influencing consumer buying behavior, gaining market share, etc.) (MK:019, LAP-MK-003) (SP)	<b>Narrative:</b> <b>Activity:</b>

## Instructional Area: Information Management (NF)

**Standard:** Understands tools, strategies, and systems needed to access, process, maintain, evaluate, and disseminate information to assist business decision-making

**Performance Element:** Use information literacy skills to increase workplace efficiency and effectiveness.

**Performance Indicators:**

Assess information needs (NF:077) (CS)

**Narrative:**  
**Activity:**

Obtain needed information efficiently (NF:078) (CS)

**Narrative:**  
**Activity:**

Evaluate quality and source of information (NF:079) (CS)

**Narrative:**  
**Activity:**

Apply information to accomplish a task (NF:080) (CS)

**Narrative:**  
**Activity:**

Store information for future use (NF:081) (CS)

**Narrative:**  
**Activity:**

**Performance Element:** Acquire a foundational knowledge of information management to understand its nature and scope.

**Performance Indicators:**

Discuss the nature of information management (NF:110, LAP-NF-003) (CS)

**Narrative:** Ch. 8 p. 172 Information Management  
**Activity:** Ch. 8 Test your Knowledge #17

Explain the role of ethics in information management (NF:111) (SP)

**Narrative:** Ch. 8 p. 172 Information Management  
**Activity:** Ch. 8 Test your Knowledge #17

Explain legal issues associated with information management (NF:076) (SP)

**Narrative:** Ch. 8 p. 172 Information Management  
**Activity:** Ch. 8 Test your Knowledge #17

**Performance Element:** Utilize information-technology tools to manage and perform work responsibilities.

**Narrative:**  
**Activity:**

**Performance Indicators:**

Identify ways that technology impacts business (NF:003, LAP-NF-004) (PQ)

**Narrative:** Ch. 8 p. 171 Technology in the Workplace  
**Activity:** Ch. 8 Test Your Knowledge #13

Explain the role of information systems (NF:083) (PQ)

**Narrative:** Ch. 8 p. 172 Information Management  
**Activity:** Ch. 8 Test your Knowledge #17

Discuss principles of computer systems (NF:084) (PQ)	<b>Narrative:</b> <b>Activity:</b>
Use basic operating systems (NF:085) (PQ)	<b>Narrative:</b> <b>Activity:</b>
Describe the scope of the Internet (NF:086) (PQ)	<b>Narrative:</b> <b>Activity:</b>
Demonstrate basic e-mail functions (NF:004) (PQ)	<b>Narrative:</b> Ch. 8 p. 173 Technology Skills for Employment, Ch. 23 p. 2 Emails <b>Activity:</b> Ch. 8 Create and Design
Demonstrate personal information management/productivity applications (NF:005) (PQ)	<b>Narrative:</b> <b>Activity:</b>
Demonstrate basic web-search skills (NF:006) (PQ)	<b>Narrative:</b> <b>Activity:</b>
Demonstrate basic word processing skills (NF:007) (PQ)	<b>Narrative:</b> Ch. 8 p. 173 Technology Skills for Employment <b>Activity:</b> Ch. 8 Create and Design
Demonstrate basic presentation applications (NF:008) (PQ)	<b>Narrative:</b> Ch. 8 p. 173 Technology Skills for Employment <b>Activity:</b> Ch. 8 Create and Design
Demonstrate basic database applications (NF:009) (PQ)	<b>Narrative:</b> Ch. 8 p. 173 Technology Skills for Employment <b>Activity:</b> Ch. 8 Create and Design
Demonstrate basic spreadsheet applications (NF:010) (PQ)	<b>Narrative:</b> Ch. 8 p. 173 Technology Skills for Employment <b>Activity:</b> Ch. 8 Create and Design
Use an integrated business software application package (NF:088) (CS)	<b>Narrative:</b> <b>Activity:</b>
Demonstrate collaborative/groupware applications (NF:011) (CS)	<b>Narrative:</b> <b>Activity:</b>
Create and post basic web page (NF:042) (CS)	<b>Narrative:</b> <b>Activity:</b>
Collaborate on and aggregate complex internal documents to create a common voice (NF:215) (SP)	<b>Narrative:</b> Ch. 23 p. 461 Social Media Posts <b>Activity:</b>
Establish specifications for selecting hardware/software systems (NF:091) (MN)	<b>Narrative:</b> <b>Activity:</b>
Determine venture's information technology needs (NF:012) (MN)	<b>Narrative:</b>

		<b>Activity:</b>
<b>Performance Element:</b> Maintain business records to facilitate business operations.		
<b>Performance Indicators:</b>		
Describe the nature of business records (NF:001, LAP-NF-001) (SP)		<b>Narrative:</b> Ch. 8 p. 172 Information Management, Ch 16 p. 313 Payroll, Ch 16 p. 313 Interpreting Financial Statements <b>Activity:</b> Ch. 8 Test Your Knowledge #16
Maintain customer records (NF:002) (SP)		<b>Narrative:</b> Ch. 8 p. 172 Information Management <b>Activity:</b> Ch. 8 Create and Design
<b>Performance Element:</b> Acquire information to guide business decision-making.		
<b>Performance Indicators:</b>		
Describe current business trends (NF:013) (SP)		<b>Narrative:</b> <b>Activity:</b>
Monitor internal records for business information (NF:014) (SP)		<b>Narrative:</b> <b>Activity:</b>
Conduct an environmental scan to obtain business information (NF:015, LAP-NF-002) (SP)		<b>Narrative:</b> <b>Activity:</b>
Interpret statistical findings (NF:093) (SP)		<b>Narrative:</b> <b>Activity:</b>
Translate research findings into actionable business recommendations (NF:216) (SP)		<b>Narrative:</b> <b>Activity:</b>
<b>Performance Element:</b> Create and access databases to acquire information for business decision-making.		
<b>Performance Indicators:</b>		
Explain the principles of data analysis (NF:139) (SP)		<b>Narrative:</b> <b>Activity:</b>
Explain the nature of tools that can be used to access information in the database system (NF:140) (SP)		<b>Narrative:</b> <b>Activity:</b>
Access information in the database system (NF:141) (SP)		<b>Narrative:</b> <b>Activity:</b>



<b>Performance Element:</b> Apply data mining methods to acquire pertinent information for business decision-making.		
<b>Performance Indicators:</b>		
Discuss the nature of data mining (NF:148) (CS)		<b>Narrative:</b> <b>Activity:</b>
Describe data mining tools and techniques (NF:149) (SP)		<b>Narrative:</b> <b>Activity:</b>
Discuss the importance of ethics in data mining (NF:150) (SP)		<b>Narrative:</b> <b>Activity:</b>
Demonstrate basic data mining techniques (NF:151) (SP)		<b>Narrative:</b> <b>Activity:</b>
Interpret data mining findings (NF:152) (SP)		<b>Narrative:</b> <b>Activity:</b>
<b>Instructional Area: Operations (OP)</b>		
<b>Standard:</b> Understands the processes and systems implemented to monitor, plan, and control the day-to-day activities required for continued business functioning		
<b>Performance Element:</b> Understand operation's role and function in business to value its contribution to a company.		
<b>Performance Indicators:</b>		
Explain the nature of operations (OP:189, LAP-OP-003) (CS)		<b>Narrative:</b> Ch. 9 p. 184 Operating Procedures <b>Activity:</b> Ch. 9 Test Your Knowledge #3
Discuss the role of ethics in operations (OP:190) (SP)		<b>Narrative:</b> Ch. 9 p. 184 Operating Procedures <b>Activity:</b> Ch. 9 Test Your Knowledge #4
Describe the use of technology in operations (OP:191) (SP)		<b>Narrative:</b> Ch. 190 Business Ties to Tech <b>Activity:</b> Ch. 9 Test Your Knowledge #11
<b>Performance Element:</b> Adhere to health and safety regulations to support a safe work environment.		
<b>Performance Indicators:</b>		
Describe health and safety regulations in business (OP:004) (PQ)		<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
Report noncompliance with business health and safety regulations (OP:005) (PQ)		<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak

<b>Performance Element:</b> Implement safety procedures to minimize loss.		
<b>Performance Indicators:</b>		
Follow instructions for use of equipment, tools, and machinery (OP:006) (PQ)		<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
Follow safety precautions (OP:007) (PQ)		<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
Maintain a safe work environment (OP:008) (CS)		<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
Explain procedures for handling accidents (OP:009) (CS)		<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
Handle and report emergency situations (OP:010) (CS)		<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
<b>Performance Element:</b> Determine needed safety policies/procedures to protect employees.		
<b>Performance Indicators:</b>		
Identify potential safety issues (OP:151) (MN)		<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
Establish safety policies and procedures (OP:012) (MN)		<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
<b>Performance Element:</b> Implement security policies/procedures to minimize chance for loss.		
<b>Performance Indicators:</b>		
Explain routine security precautions (OP:013) (CS)		<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
Follow established security procedures/policies (OP:152) (CS)		<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
Protect company information and intangibles (OP:153) (CS)		<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
<b>Performance Element:</b> Comply with security rules, regulations, and codes (e.g., property, privacy, access, confidentiality) to protect customer and company information, reputation, and image.		
<b>Performance Indicators:</b>		
Explain information privacy, security, and confidentiality considerations in business (OP:441) (CS)		<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak

	Maintain data security (OP:064) (CS)	<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
<b>Performance Element:</b> Develop policies/procedures to protect workplace security.		
<b>Performance Indicators:</b>		
	Identify potential security issues (OP:154) (MN)	<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
	Establish policies to protect company information and intangibles (OP:155) (MN)	<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
	Establish policies to maintain a non-hostile work environment (OP:156) (SU)	<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
	Establish policies and procedures to maintain physical security of the work environment (OP:157) (MN)	<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
<b>Performance Element:</b> Utilize project-management skills to improve workflow and minimize costs.		
<b>Performance Indicators:</b>		
	Explain the nature of project management (OP:158, LAP-OP-006) (SP)	<b>Narrative:</b> Ch. 9 p. 185 Project Management <b>Activity:</b> Ch. 9 Read and Write
	Identify resources needed for project (OP:003) (SP)	<b>Narrative:</b> Ch. 9 p. 185 Project Management <b>Activity:</b> Ch. 9 Read and Write
	Develop project plan (OP:001, LAP-OP-007) (SP)	<b>Narrative:</b> Ch. 9 p. 185 Project Management <b>Activity:</b> Ch. 9 Read and Write
	Apply project-management tools to monitor and communicate project progress (OP:002) (SP)	<b>Narrative:</b> Ch. 9 p. 185 Project Management <b>Activity:</b> Ch. 9 Read and Write
	Evaluate project results (OP:159) (SP)	<b>Narrative:</b> Ch. 9 p. 185 Project Management <b>Activity:</b> Ch. 9 Read and Write
<b>Performance Element:</b> Implement purchasing activities to obtain business supplies, equipment, resources, and services.		
<b>Performance Indicators:</b>		
	Explain the nature and scope of purchasing (OP:015, LAP-OP-002) (CS)	<b>Narrative:</b> Ch. 9 p. 193 Purchasing <b>Activity:</b> Ch. 9 Create and Design
	Place orders/reorders (OP:016) (CS)	<b>Narrative:</b> Ch. 9 p. 194 Inventory <b>Activity:</b> Ch. 9 Test Your Knowledge #8
	Maintain inventory of supplies (OP:031) (CS)	<b>Narrative:</b> Ch. 9 p. 194 Inventory

		<b>Activity:</b> Ch. 9 Test Your Knowledge #8
	Discuss the importance of utilizing ethical purchasing methods (OP:246) (SP)	<b>Narrative:</b> Ch. 9 p. 193 Purchasing <b>Activity:</b> Ch. 9 Create and Design
	Explain the impact of the purchasing process on productivity (OP:247) (SP)	<b>Narrative:</b> Ch. 9 p. 193 Purchasing <b>Activity:</b> Ch. 9 Create and Design
	Manage the bid process in purchasing (OP:160) (SP)	<b>Narrative:</b> Ch. 9 p. 193 Purchasing <b>Activity:</b> Ch. 9 Create and Design
	Select vendors (OP:161) (SP)	<b>Narrative:</b> Ch. 9 p. 190 Analyzing Market <b>Activity:</b> Ch. 9 Test Your Knowledge #6
	Evaluate vendor performance (OP:162) (SP)	<b>Narrative:</b> Ch. 9 p. 190 Analyzing Market, Ch. 9 p. 191 Selecting Marketing Strategy <b>Activity:</b> Ch. 9 Test Your Knowledge #6
	Establish bid specifications (OP:243) (MN)	<b>Narrative:</b> Ch. 9 p. 193 Purchasing <b>Activity:</b> Ch. 9 Create and Design
<b>Performance Element:</b> Understand production's role and function in business to recognize its need in an organization.		
	<b>Performance Indicators:</b>	
	Explain the concept of production (OP:017, LAP-OP-004) (CS)	<b>Narrative:</b> Ch. 9 p. 187 Production <b>Activity:</b> Ch. 9 Test Your Knowledge #5
<b>Performance Element:</b> Implement quality-control processes to minimize errors and to expedite workflow.		
	<b>Performance Indicators:</b>	
	Identify quality-control measures (OP:163, LAP-OP-008) (SP)	<b>Narrative:</b> Ch. 9 p. 195 Quality Control <b>Activity:</b> Ch. 9 Test Your Knowledge #9
	Utilize quality control methods at work (OP:164) (SP)	<b>Narrative:</b> Ch. 9 p. 195 Quality Control <b>Activity:</b> Ch. 9 Test Your Knowledge #9
	Describe crucial elements of a quality culture (OP:019) (SP)	<b>Narrative:</b> Ch. 9 p. 195 Quality Control <b>Activity:</b> Ch. 9 Test Your Knowledge #10
	Describe the role of management in the achievement of quality (OP:020) (MN)	<b>Narrative:</b> Ch. 9 p. 195 Quality Control <b>Activity:</b> Ch. 9 Test Your Knowledge #9
	Establish efficient operating systems (OP:022) (MN)	<b>Narrative:</b> Ch. 9 p. 184 Operating Procedures <b>Activity:</b> Ch. 9 Test Your Knowledge #3

<b>Performance Element:</b> Implement expense-control strategies to enhance a business's financial wellbeing.		
<b>Performance Indicators:</b>		
Explain the nature of overhead/operating costs (OP:024, LAP-OP-009) (SP)		<b>Narrative:</b> <b>Activity:</b>
Explain employee's role in expense control (OP:025, LAP-OP-005) (SP)		<b>Narrative:</b> <b>Activity:</b>
Control use of supplies (OP:026) (SU)		<b>Narrative:</b> <b>Activity:</b>
Conduct breakeven analysis (OP:192) (MN)		<b>Narrative:</b> <b>Activity:</b>
Negotiate service and maintenance contracts (OP:027) (MN)		
Negotiate lease or purchase of facility (OP:028) (MN)		<b>Narrative:</b> <b>Activity:</b>
Develop expense control plans (OP:029) (MN)		<b>Narrative:</b> <b>Activity:</b>
Use budgets to control operations (OP:030) (MN)		<b>Narrative:</b> Ch. 16 p. 310 Budgeting <b>Activity:</b>
<b>Performance Element:</b> Maintain property and equipment to facilitate ongoing business activities.		
<b>Performance Indicators:</b>		
Comply with policies and procedures for use of property and equipment (OP:442) (CS)		<b>Narrative:</b> Ch. 9 p. 196 Safety in the Workplace <b>Activity:</b> Ch. 9 Listen and Speak
<b>Performance Element:</b> Understand supply chain management role to recognize its need in business.		
<b>Performance Indicators:</b>		
Explain the concept of supply chain (OP:443) (CS)		<b>Narrative:</b> Ch. 4 p. 68 Career Connections, Ch 13 p. 259 Players in the Supply Chain <b>Activity:</b> Ch 13 Listen and Speak, Ch. 13 Test Your Knowledge #8
Explain the benefits of supply chain collaboration (OP:444) (SP)		<b>Narrative:</b> Ch 13 p. 259 Players in the Supply Chain <b>Activity:</b> Ch 13 Listen and Speak

## Instructional Area: Professional Development (PD)

**Standard:** Understands concepts, tools, and strategies used to explore, obtain, and develop in a business career

**Performance Element:** Acquire self-development skills to enhance relationships and improve efficiency in the work environment.

<b>Performance Indicators:</b>	
Maintain appropriate personal appearance (PD:002, LAP-PD-005) (PQ)	<b>Narrative:</b> Ch. 22 p. 451 Interview Process <b>Activity:</b>
Demonstrate systematic behavior (PD:009) (PQ)	<b>Narrative:</b> <b>Activity:</b>
Set personal goals (PD:018, LAP-PD-016) (CS)	<b>Narrative:</b> Ch. 21 p. 433 Preparing for Employment <b>Activity:</b>
Balance personal and professional responsibilities (PD:179) (SP)	<b>Narrative:</b> <b>Activity:</b>
<b>Performance Element:</b> Understand and follow company rules and regulations to maintain employment.	
<b>Performance Indicators:</b>	
Adhere to company protocols and policies (PD:250) (CS)	<b>Narrative:</b> Ch. 8 p. 163 Complying with Rules, Laws, and, Regulations <b>Activity:</b> Ch. 8 Test Your Knowledge #8
Follow rules of conduct (PD:251) (CS)	<b>Narrative:</b> Ch. 8 p. 163 Complying with Rules, Laws, and, Regulations <b>Activity:</b> Ch. 8 Test Your Knowledge #8
Follow chain of command (PD:252) (CS)	<b>Narrative:</b> Ch. 8 p. 163 Complying with Rules, Laws, and, Regulations <b>Activity:</b> Ch. 8 Test Your Knowledge #7
<b>Performance Element:</b> Achieve organizational goals to contribute to company growth.	
<b>Performance Indicators:</b>	
Determine the nature of organizational goals (PD:254) (SP)	<b>Narrative:</b> Ch. 8 p. 152 Mission, Vision, and Goals <b>Activity:</b> Ch. 8 Test Your Knowledge #3
Ascertain employee's role in meeting organizational goals (PD:255) (SP)	<b>Narrative:</b> Ch. 8 p. 152 Mission, Vision, and Goals <b>Activity:</b> Ch. 8 Test Your Knowledge #3
Establish performance standards to meet organizational goals (PD:256) (MN)	

	Monitor progress in achieving organizational goals (PD:257) (MN)	<b>Narrative:</b> Activity
<b>Performance Element:</b> Utilize critical-thinking skills to determine best options/outcomes.		
<b>Performance Indicators:</b>		
	Explain the need for innovation skills (PD:126, LAP-PD-018) (CS)	<b>Narrative:</b> Ch. 22 p. 440 Personal Qualities <b>Activity:</b>
	Make decisions (PD:017, LAP-PD-010) (CS)	<b>Narrative:</b> Ch. 22 p. 440 Personal Qualities <b>Activity:</b>
	Demonstrate problem-solving skills (PD:077, LAP-PD-017) (CS)	<b>Narrative:</b> Ch. 22 p. 440 Personal Qualities <b>Activity:</b>
	Demonstrate appropriate creativity (PD:012) (SP)	<b>Narrative:</b> Ch. 22 p. 440 Personal Qualities <b>Activity:</b>
	Use time-management skills (PD:019, LAP-PD-001) (SP)	<b>Narrative:</b> Ch. 22 p. 2 Time Management <b>Activity:</b> Ch. 22 Read and Write
<b>Performance Element:</b> Participate in career planning to enhance job-success potential.		
<b>Performance Indicators:</b>		
	Assess personal interests and skills needed for success in business (PD:013) (PQ)	<b>Narrative:</b> Ch. 7 p. 441 What Makes an Entrepreneur?, Ch. 21 p. 424 Interests and Skills <b>Activity:</b> Ch. 7 Create and Design, Ch 21 Read and Write, Ch. 21 Test Your Knowledge #1
	Analyze employer expectations in the business environment (PD:020) (PQ)	<b>Narrative:</b> <b>Activity:</b>
	Explain the rights of workers (PD:021) (PQ)	<b>Narrative:</b> <b>Activity:</b>
	Identify sources of career information (PD:022) (CS)	<b>Narrative:</b> Ch. 21 p. 432 Education and Earnings <b>Activity:</b>
	Identify tentative occupational interest (PD:023) (CS)	<b>Narrative:</b> Ch. 21 p. 424 Interests and Skills <b>Activity:</b> Ch 21 Read and Write, Ch. 21 Test Your Knowledge #1
	Explain employment opportunities in business (PD:025, LAP-PD-015) (CS)	<b>Narrative:</b> Ch. 1–23 Career Connections <b>Activity:</b>
	Explain career opportunities in entrepreneurship (PD:066, LAP-PD-004) (CS)	<b>Narrative:</b> Ch. 7 p. 132 What is Entrepreneurship? <b>Activity:</b> Ch. 7 Create and Design

<b>Performance Element:</b> Implement job-seeking skills to obtain employment	
<b>Performance Indicators:</b>	
Utilize job-search strategies (PD:026) (PQ)	<b>Narrative:</b> Ch. 21 p. 435 Finding Employment <b>Activity:</b>
Complete a job application (PD:027) (PQ)	<b>Narrative:</b> Ch. 22 p. 444 Interviewing for Employment, Ch. 10 p. 205 Hire <b>Activity:</b> Ch. 22 Test Your Knowledge #2
Interview for a job (PD:028) (PQ)	<b>Narrative:</b> Ch. 22 p. 451 Interview Process <b>Activity:</b>
Write a follow-up letter after job interviews (PD:029) (CS)	<b>Narrative:</b> Ch. 22 p. 453 Following Up <b>Activity:</b> Ch. 22 Test Your Knowledge #3
Write a letter of application (PD:030) (CS)	<b>Narrative:</b> Ch. 22 p. 444 Interviewing for Employment, Ch. 10 p. 205 Hire <b>Activity:</b>
Prepare a résumé (PD:031) (CS)	<b>Narrative:</b> Ch. 22 p. 445 Resume, Ch. 22 p. 454 Student Start-up <b>Activity:</b> Ch. 22 Student Start-up
Use networking techniques to identify employment opportunities (PD:037) (SP)	<b>Narrative:</b> Ch. 21 p. 435 Finding Employment <b>Activity:</b>
<b>Performance Element:</b> Utilize career-advancement activities to enhance professional development.	
<b>Performance Indicators:</b>	
Describe techniques for obtaining work experience (e.g., volunteer activities, internships) (PD:032) (PQ)	<b>Narrative:</b> Ch. 8 p. 178 Student Professional Development <b>Activity:</b> Ch. 8 Test Your Knowledge #22
Explain the need for ongoing education as a worker (PD:033) (PQ)	<b>Narrative:</b> Ch. 8 p. 178 Professional Development <b>Activity:</b> Ch. 8 Test Your Knowledge #24
Explain possible advancement patterns for jobs (PD:034) (PQ)	<b>Narrative:</b> Ch. 8 p. 178 Professional Development <b>Activity:</b> Ch. 8 Test Your Knowledge #24
Identify skills needed to enhance career progression (PD:035) (SP)	<b>Narrative:</b> Ch. 8 p. 178 Professional Development <b>Activity:</b> Ch. 8 Test Your Knowledge #24
Utilize resources that can contribute to professional development (e.g., trade journals/periodicals, professional/trade associations, classes/seminars, trade shows, and mentors) (PD:036) (SP)	<b>Narrative:</b> Ch. 8 p. 178 Student Professional Development <b>Activity:</b> Ch. 8 Test Your Knowledge #22



## Instructional Area: Strategic Management (SM)

**Standard:** Understands tools, techniques, and systems that affect a business's ability to plan, control, and organize an organization/department

**Performance Element:** Recognize management's role to understand its contribution to business success.

<b>Performance Indicators:</b>	
Explain the concept of management (SM:001, LAP-SM-003) (CS)	<b>Narrative:</b> Ch. 8 p. 156 The Concept of Management <b>Activity:</b> Ch. 8 Test Your Knowledge #6
Explain the nature of managerial ethics (SM:002) (MN)	<b>Narrative:</b> Ch. 8 p. 156 The Concept of Management <b>Activity:</b> Ch. 8 Test Your Knowledge #6
Discuss the nature of balanced scorecards (SM:078) (MN)	<b>Narrative:</b> <b>Activity:</b>

**Performance Element:** Utilize planning tools to guide organization's/department's activities.

<b>Performance Indicators:</b>	
Explain the nature of business plans (SM:007, LAP-SM-001) (MN)	<b>Narrative:</b> Ch. 1-23 Student Start-up <b>Activity:</b>
Develop company goals/objectives (SM:008) (ON)	<b>Narrative:</b> Ch. 1-23 Student Start-up <b>Activity:</b>
Define business mission (SM:009) (ON)	<b>Narrative:</b> Ch. 1-23 Student Start-up <b>Activity:</b>
Conduct an organizational SWOT (SM:010) (ON)	<b>Narrative:</b> Ch. 1-23 Student Start-up <b>Activity:</b>
Explain external planning considerations (SM:011) (MN)	<b>Narrative:</b> <b>Activity:</b>
Identify and benchmark key performance indicators (e.g., dashboards, scorecards, etc.) (SM:027) (MN)	<b>Narrative:</b> <b>Activity:</b>
Develop action plans (SM:012) (ON)	<b>Narrative:</b> Ch. 1-23 Student Start-up <b>Activity:</b>
Develop business plan (SM:013, LAP-SM-002) (ON)	<b>Narrative:</b> Ch. 1-23 Student Start-up <b>Activity:</b>

<b>Performance Element:</b> Control an organization's/department's activities to encourage growth and development.	
<b>Performance Indicators:</b>	
Select and apply metrics for measuring organizational success (SM:074) (MN)	<b>Narrative:</b> <b>Activity:</b>
Analyze operating results in relation to budget/industry (SM:005) (MN)	<b>Narrative:</b> <b>Activity:</b>
Track performance of business plan (SM:006) (MN)	<b>Narrative:</b> Ch. 23 p. 475 Student Start-up <b>Activity:</b>
<b>Performance Element:</b> Identify potential business threats and opportunities to protect a business's financial well-being.	
<b>Performance Indicators:</b>	
Explain the nature of risk management (SM:075, LAP-FI-008) (SP)	<b>Narrative:</b> Ch 20 p. 394 Insurance and Risk Management <b>Activity:</b>
Conduct a risk assessment of an event (SM:076) (SP)	<b>Narrative:</b> Ch. 20 p. 396 Business Risks, Ch. 20 p. 415 Student Start-up <b>Activity:</b>
Identify speculative business risks (SM:077) (MN)	<b>Narrative:</b> Ch. 20 p. 396 Business Risks <b>Activity:</b>