

SUBJECT:		Business Supervision and Management	CORRELATION
GRADE LEVEL:		9, 10, 11, 12	FLORIDA DEPARTMENT OF EDUCATION
COURSE TITLE:		Business and Entrepreneurial Principles	INSTRUCTIONAL MATERIALS CORRELATION
COURSE CODE:		8215120	COURSE STANDARDS / BENCHMARKS
SUBMISSION TITLE:		<i>Principles of Business, Marketing, and Finance</i> ©2017	
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BENCHMARK CODE	BENCHMARK	LESSONS WHERE BENCHMARK IS DIRECTLY ADDRESSED IN-DEPTH IN MAJOR TOOL (Include the student edition and teacher edition with the page numbers of lesson, a link to lesson, or other identifier for easy lookup by reviewers.)	
	04.0 Demonstrate language arts knowledge and skills – the student will be able to:		
LAFS.910.RI.4.10 LAFS.910.SL.1.1 1.2, 1.3, 2.4, 2.5, 2.6, LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.RI.4.10	04.01 Locate, comprehend and evaluate key elements of oral and written information.	INSTRUCTION: p. 93 (Intercultural Communication), 114-116 (Business Plan), p. 134 (Interpersonal Skills) <i>*Global note: Reading Prep activity at the beginning of each chapter assists students in comprehending and evaluating key elements of written information within the chapter.</i>	
LAFS.910.W.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 8, 3.9, 4.10 LAFS.1112.W.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.910.L.2.3, 3.4, 3.5, 3.6 LAFS.1112.L.3.6, 2.3, 3.4, 3.5	04.02 Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary.	INSTRUCTION: p. 114-116 (Business Plan), 245-249 (Creating an Advertisement)	
LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.RI.4.10, LAFS.1112.W.4.10, MAFS.912.A-REI.1.1	04.03 Present information formally and informally for specific purposes and audiences.	INSTRUCTION: p. 114-116 (Business Plan), 264-265 (Sales Process: Present the Product or Service)	
	05.0 Demonstrate and apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise, and correct manner on personal and professional levels – the student will be able to:		
LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, 3.4, 3.5, 3.6 LAFS.1112.L.3.6, 2.3, 3.4, 3.5	05.01 Deliver impromptu and planned speeches.	INSTRUCTION: p. 240-241 (Personal Selling), 264-265 (Sales Process: Present the Product or Service)	
LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6	05.02 Communicate in a multicultural setting (e.g., with people from varying international, cultural, ethnic, and racial backgrounds).	INSTRUCTION: p. 92-93 (Diverse Workforce, Intercultural Communication)	
LAFS.910.SL.1.1, LAFS.1112.SL.1.1	05.03 Perform telephone activities (e.g., receive calls, place calls, gather and record information).	INSTRUCTION: Chapter 22, Section 22.2/Job Interview	

LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3, LAFS.910.L.1.1, LAFS.1112.L.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.L.3.4, LAFS.910.L.3.5, LAFS.910.L.3.6, LAFS.1112.L.3.4, LAFS.1112.L.3.5, LAFS.1112.L.3.6	05.04 Project a positive first impression on the telephone.	INSTRUCTION: Chapter 22, Section 22.2/Job Interview
LAFS.910.SL.1.1, LAFS.1112.SL.1.1	05.05 Project a positive impression in person and acknowledging the importance of making eye contact.	INSTRUCTION: Chapter 22, Section 22.2/Job Interview
LAFS.910.SL.1.1, LAFS.1112.SL.1.1	05.06 Function as a team member and participate in group discussions to identify and resolve problems.	INSTRUCTION: p. 135-137 (Teams) <i>*Global note: Teamwork activities at the end of each chapter have students participate in group discussions and complete tasks as a team.</i>
LAFS.910.RI.4.10, LAFS.1112.RI.4.10	05.07 Identify how team's effectiveness impacts company's profitability.	INSTRUCTION: p. 135-137 (Teams)
LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6	05.08 Organize and lead discussions.	INSTRUCTION: p. 129-131 (Management Functions) 135-137 (Team Meetings, Team Conflict)
LAFS.910.SL.1.1, LAFS.1112.SL.1.1	05.09 Participate as a team leader and team member at meetings.	INSTRUCTION: p. 132-136 (Leadership, Team Meetings)
LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.A-REI.1.1	05.10 Answer questions in formal and information situations.	INSTRUCTION: p. 265-266 (Sales Prices: Answer Questions or Objections), Chapter 22, Section 22.2/Job Interview
LAFS.910.L.2.3, LAFS.910.L.3.4, LAFS.910.3.5, LAFS.910.3.6, LAFS.1112.L.2.3, LAFS.1112.L.3.4, LAFS.1112.L.3.5, LAFS.1112.L.3.6, LAFS.910.4.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1,	05.11 Use corporate business vocabulary appropriate for entry-level jobs and discuss appropriate use of slang communication and demonstrate understanding that slang is never appropriate in the business environment.	INSTRUCTION: p. 93 (Intercultural Communication)

LAFS.910.RI.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.1112.RI.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 MAFS.912.F-IF.2.4	05.12 Interpret information obtained from various sources (e.g., business correspondence, professional articles, supporting graphic materials, manuals, computer printouts, electronic sources).	INSTRUCTION: p. 25-26 (GDP and charts), 31 (Business Cycle and graph)
LAFS.910.SL.1.1, LAFS.1112.SL.1.1	05.13 Describe methods used by management to communicate with employees (e.g., formal and informal).	INSTRUCTION: p. 135-137 (Team Meetings, Team Conflict)
LAFS.910.SL.2.6, LAFS.1112.SL.2.6, LAFS.910.L.2.3, LAFS.910.L.3.4, LAFS.910.3.5, LAFS.910.3.6, LAFS.1112.L.2.3, LAFS.1112.L.3.4, LAFS.1112.3.5, LAFS.1112.3.6	05.14 Differentiate among various electronic and non-electronic telecommunication methods used to communicate with employees.	INSTRUCTION: p. 135-137 (Team Meetings, Team Conflict), Ch 23 Digital Citizenship
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.1.2, LAFS.1112.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.3	05.15 Demonstrate active listening techniques.	INSTRUCTION: p. 263-264 (Sales Process: Determine Customer Needs)
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.1.2, LAFS.1112.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.3	05.16 Identify and overcome major barriers to listening.	INSTRUCTION: p. 263-264 (Sales Process: Determine Customer Needs)
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.1.2, LAFS.1112.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.3	05.17 Identify relevant information in oral communications.	INSTRUCTION: p. 237-238 (Communication Process) <i>*Global note: Communication activities at the end of each chapter include reading, speaking, listening, and writing activities.</i>
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.1.2, LAFS.1112.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.3	05.18 Determine when more information is needed and ask appropriate questions.	INSTRUCTION: p. 265-266 (Sales Process: Answer Questions or Objections)

LAFS.910.SL.1.2, LAFS.1112.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.3, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	05.19 Distinguish fact from opinion (e.g., media, internet).	INSTRUCTION: p. 25-26 (GDP and charts), 31 (Business Cycle and graph), Ch 23 Digital Citizenship
LAFS.910.SL.1.1, LAFS.1112.SL.1.1	05.20 Obtain key facts through courteous attention to multiple speakers within a group.	INSTRUCTION: p. 265-266 (Sales Process: Answer Questions or Objections), Chapter 21, Section 21.1/Informational Interviews, Chapter 22, Section 22.1/Job Interviews and the Employment Process
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	05.21 Assess and respond to a speaker's nonverbal messages.	INSTRUCTION: p. 264 (Sales Process: Determine Customer Needs), Chapter 21, Section 21.1/Informational Interviews, Chapter 22, Section 22.1/Job Interviews and the Employment Process
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	05.22 Discuss the value of the use of silence in communication as a nonverbal cue.	INSTRUCTION: p. 264 (Sales Process: Determine Customer Needs), Chapter 22, Section 22.1/Job Interviews and the Employment Process
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	05.23 Give examples of how nonverbal messages have different meanings in various cultures.	INSTRUCTION: p. 92-93 (Diverse Workforce, Intercultural Communication)
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.1.2, LAFS.1112.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.3	05.24 Demonstrate an understanding of the importance of establishing and maintaining a work-related network through social contacts and discuss how to use business-oriented social networking.	INSTRUCTION: p. 76-77 (Cooperatives), 108-110 (Professional Advice) *Global note: Social Media features open each unit
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.1.2, LAFS.1112.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.3	05.25 Use appropriate etiquette and manners when communicating with people of varying cultures.	INSTRUCTION: p. 92-93 (Diverse Workforce, Intercultural Communication)
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.1.2, LAFS.1112.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.3	05.26 Lead a brainstorming session	INSTRUCTION: p. 137 (steps in conflict resolution) note: Teamwork activities at the end of each chapter have students participate in group discussions and complete tasks as a team. *Global
	06.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas – the student will be able to	
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.W.4.10, LAFS.1112.W.4.10 LAFS.910.RI.4.10, LAFS.1112.RI.4.10	06.01 Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace.	INSTRUCTION: p. 237-238, 244-249 *Global note: Communication activities at the end of each chapter include reading, speaking, listening, and writing activities.

LAFS.910.RI.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.1112.RI.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10	06.02 Locate, organize and reference written information from various sources.	INSTRUCTION: p. 114-116 (Business Plan), 264-265 (Sales Process: Present the Product or Service) *Global note: Internet Research activities at the end of each chapter facilitate locating information.
LAFS.910.W.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.1112.W.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6	06.03 Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences.	INSTRUCTION: p. 114-116 (Business Plan), 264-265 (Sales Process: Present the Product or Service)
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	06.04 Interpret verbal and nonverbal cues/behaviors that enhance communication.	INSTRUCTION: p. 114-116 (Business Plan), 264-265 (Sales Process: Present the Product or Service)
LAFS.910.SL.1.1, LAFS.1112.SL.1.1	06.05 Apply active listening skills to obtain and clarify information.	INSTRUCTION: p. 264 (Sales Process: Determine Customer Needs), Chapter 22, Section 22.1/Job Interviews and the Employment Process
LAFS.910.RI.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.1112.RI.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.910.W.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.1112.W.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10	06.06 Develop and interpret tables and charts to support written and oral communications.	INSTRUCTION: p. 114-116 (Business Plan), 264-265 (Sales Process: Present the Product or Service)
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.1.1, 1.2 LAFS.1112.L.1.1, 1.2	06.07 Exhibit public relations skills that aid in achieving customer service satisfaction.	INSTRUCTION: p. 264 (Sales Process: Determine Customer Needs)
	07.0 Use technology to enhance the effectiveness of communications in order to accomplish job objectives and enhance workplace performance – the student will be able to:	SC.912.N.1.4
LAFS.910.RI.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.1112.RI.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.910.W.4.10, LAFS.1112.W.4.10	07.01 Gather and compile data using a wide variety of references and research resources Communicate using electronic messaging technologies and applications.	INSTRUCTION: Chapter 21, Section 21.1/Finding Career Information
LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	07.02 Apply the rules of electronic messaging etiquette.	INSTRUCTION: Chapter 22, Section 22.1/Writing Cover Messages, Ch 23 Digital Citizenship
LAFS.910.W.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.1112.W.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10	07.03 Revise and edit business documents and e-mails to ensure they are clear, correct, concise, complete, consistent, and courteous.	INSTRUCTION: Chapter 22, Section 22.1/Writing Cover Messages, Ch 23 Digital Citizenship

LAFS.910.RI.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.1112.RI.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.910.SL.1.1, LAFS.1112.SL.1.1	07.04 Compose and create business communications appropriate for specific audiences.	INSTRUCTION: Chapter 22, Section 22.1/Writing Cover Messages
LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.W.4.10 LAFS.1112.W.4.10	07.05 Present findings of projects in a formal presentation using appropriate graphics, media, and support materials.	INSTRUCTION: p. 114-116 (Business Plan), 264-265 (Sales Process: Present the Product or Service)
LAFS.910.RI.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.1112.RI.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.910.SL.1.1 LAFS.1112.SL.1.1	07.06 Analyze and synthesize information obtained from print and electronic resources for group discussions and team building activities.	INSTRUCTION: p. 114-116 (Business Plan), p. 135-137, 264-265 (Sales Process: Present the Product or Service)
	08.0 Use information technology tools – the student will be able to:	
LAFS.910.W.2.6, LAFS.910.W.4.10, LAFS.1112.W.2.6, LAFS.1112.W.4.10, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	08.01 Use personal information management (PIM) applications to increase workplace efficiency.	INSTRUCTION: Section 7-2, (Time Management Skills) p. 134
LAFS.910.W.2.6, LAFS.910.W.4.10, LAFS.1112.W.2.6, LAFS.1112.W.4.10, LAFS.910.RI.4.10, LAFS.1112.RI.4.10 MAFS.912.F-IF.3.7	08.02 Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, e-mail and internet applications.	INSTRUCTION: Section 7-2, (Time Management Skills) p. 134, pg. 193- 199, Section 10.2 Customers (CRMS, Data base), 264-265 Global note: Social Media features open each unit
LAFS.910.W.2.6, LAFS.910.W.4.10, LAFS.1112.W.2.6, LAFS.1112.W.4.10, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	08.03 Employ computer operations applications to access, create, manage, integrate, and store information.	INSTRUCTION: p. 148, pg. 193- 199, Section 10.2 Customers (CRMS, Data base)
LAFS.910.W.2.6, LAFS.910.W.4.10, LAFS.1112.W.2.6, LAFS.1112.W.4.10, LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	08.04 Employ collaborative/groupware applications to facilitate group work.	INSTRUCTION: pg. 193- 199, Section 10.2 Customers (CRMS, Data base), Chapter 23, Section 23.2/Using the Internet (cloud computing)
LAFS.910.W.2.6, LAFS.910.W.4.10, LAFS.1112.W.2.6, LAFS.1112.W.4.10, LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	08.05 Employ real time work with the cloud technologies.	INSTRUCTION: Chapter 23, Section 23.2/Using the Internet (cloud computing)
	09.0 Analyze current and emerging workplace trends and issues and determine potential impact on career and job objectives and workplace performance – the student will be able to:	

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.S-ID.2.6	09.01 Identify changing trends in the workplace.	INSTRUCTION: p. 172-174
	10.0 Demonstrate an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles – the student will be able to:	
LAFS.910.L.2.3, 3.4, 3.5, 3.6 LAFS.1112.L.2.3, 3.4, 3.5, 3.6 LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	10.01 Define management.	INSTRUCTION: p. 129-131, Section 7.1 Business Organization and Management
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.2.3, LAFS.910.L.3.4, LAFS.910.L.3.5, LAFS.910.L.3.6, LAFS.1112.L.2.3, LAFS.1112.L.3.4, LAFS.1112.L.3.5, LAFS.1112.L.3.6, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	10.02 Identify the different levels of management.	INSTRUCTION: p. 129-131, Section 7.1 Business Organization and Management
LAFS.910.RI.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.1112.RI.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, 3.7, 3.8, 3.9, 4.10 LAFS.910.SL.1.1, LAFS.1112.SL.1.1	10.03 Compare and contrast the various forms of business ownership (e.g., sole proprietorships, partnerships, corporations) and other organizational structures (e.g., nonprofit organizations, governmental agencies).	INSTRUCTION: p. 69-77, Section 4.2 Business Organization
LAFS.910.L.2.4, LAFS.910.L.2.5, LAFS.910.L.2.6, LAFS.1112.L.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	10.04 Identify variations of basic forms of business ownership (e.g., franchises, employer stock ownership programs).	INSTRUCTION: p. 69-77, Section 4.2 Business Organization, pg. 94-96 Section 5.2 Entering Global Business
LAFS.910.L.2.4, 2.5, 2.6 LAFS.1112.L.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	10.05 List the advantages and disadvantages of each form of business ownership.	INSTRUCTION: p. 69-77, Section 4.2 Business Organization
LAFS.910.SL.1.1, 1.2, 1.3, 2.4, .2.5, .2.6 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, .2.5, .2.6 LAFS.910.RI.4.10, LAFS.1112.RI.4.10	10.06 Describe the advantages and disadvantages of the team concept to an organization.	INSTRUCTION: p. 135-137 (Teams) <i>*Global note: Teamwork activities at the end of each chapter have students participate in group discussions and complete tasks as a team.</i>
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10 MAFS.912.S-IC.2.6	10.07 Analyze organizational charts and discuss how various supervisory/management positions fit into the organizational structure.	INSTRUCTION: p. 129-131, Section 7.1 Business Organization and Management
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	10.08 Describe the role of technology in the overall management process.	INSTRUCTION: p. 129-134, Section 7.1 Business Organization and Management

LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10 MAFS.912.S-MD.1.1	10.09 Define the entrepreneurial way of thinking (e.g., opportunity, recognition, risk and reward) and discuss its importance to the American economy.	INSTRUCTION: p. 104-111, Section 6.1 Entrepreneurs in a Free Enterprise System
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3 LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3, LAFS.1112.L.2.3, LAFS.1112.L.2.3 MAFS.912.S-MD.1.2	10.10 Apply the entrepreneurial way of thinking in one's own life.	INSTRUCTION: p. 104-111, Section 6.1 Entrepreneurs in a Free Enterprise System
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	10.11 Compare and contrast the legal procedures and processes for forming various forms of business ownership (e.g., sole proprietorship, partnership, limited partnership, joint ventures, limited partnership associations, registered partnerships having limited liability, limited liability company, corporation, franchise).	INSTRUCTION: p. 69-77, Section 4.2 Business Organization, pg. 94-96 Section 5.2 Entering Global Business
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10 MAFS.912.S-ID.2.6	10.12 Compare and contrast the advantages and disadvantages of doing business using various forms of business ownership.	INSTRUCTION: p. 69-77, Section 4.2 Business Organization
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	10.13 Distinguish a limited partnership from a general partnership.	INSTRUCTION: p. 69-77, Section 4.2 Business Organization
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	10.14 Discuss partnership rights (e.g., tenancy in partnership, sharing of profits, right to manage, right to reimbursement, right to inspect the books, right to an account).	INSTRUCTION: p. 69-77, Section 4.2 Business Organization
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.2.4, LAFS.1112.SL.2.4, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	10.15 Describe the powers and duties of partners (limited partners, general partners in a limited partnership, silent, dormant, secret).	INSTRUCTION: p. 69-77, Section 4.2 Business Organization
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.2.4, LAFS.1112.SL.2.4, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	10.16 Describe how partnerships may be dissolved (e.g., acts of the partners, operation of the law, order of the court).	INSTRUCTION: p. 69-77, Section 4.2 Business Organization
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6	10.17 Explain the winding up of partnership affairs and the distribution of assets after the dissolution of a partnership.	INSTRUCTION: p. 69-77, Section 4.2 Business Organization
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.1112.L.2.3, LAFS.1112.L.2.3	10.18 Define a limited liability corporation.	INSTRUCTION: p. 69-77, Section 4.2 Business Organization

LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.1112.L.2.3, LAFS.1112.L.2.3	10.19 Describe the nature of management responsibilities in a limited liability corporation.	INSTRUCTION: p. 69-77, Section 4.2 Business Organization	
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.1112.L.2.3, LAFS.1112.L.2.3	10.20 Describe the effects of failing to maintain the proper structure of a limited liability corporation.	INSTRUCTION: p. 69-77, Section 4.2 Business Organization	
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.1112.L.2.3, LAFS.1112.L.2.3	10.21 Define a corporation and explain why a corporation is a legal entity.	INSTRUCTION: p. 69-77, Section 4.2 Business Organization	
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.1112.L.2.3, LAFS.1112.L.2.3	10.22 Identify characteristics of a franchise and describe where franchises fit in the economic and legal framework.	INSTRUCTION: p. 69-77, Section 4.2 Business Organization, pg. 94-96 Section 5.2 Entering Global Business	
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.1112.L.2.3, LAFS.1112.L.2.3 MAFS.912.S-IC.2.6, MAFS.912.S-ID.2.6	10.23 Describe the pros and cons of owning a franchise.	INSTRUCTION: p. 69-77, Section 4.2 Business Organization, pg. 94-96 Section 5.2 Entering Global Business	
	11.0 Practice quality performance in the learning environment and the workplace – the student will be able to:		
LAFS.910.SL.1.1, 1.2, 1.3 LAFS.1112.SL.1.1, 1.2, 1.3 LAFS.910.RI.4.10, LAFS.1112.RI.4.10	11.01 Discuss the importance of time management, both professional and personally, including the consequences of poor time management skills.	INSTRUCTION: p. 129-134, Section 7.1 Business Organization and Management	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10 MAFS.912.S-IC-.2.3, MAFS.912.S-IC-.2.5, MAFS.912.S-IC-.2.6	11.02 Perform a personal time management analysis.	INSTRUCTION: p. 129-134, Section 7.1 Business Organization and Management	
	12.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance – the student will be able to:	SC.912.N.1.1	
LAFS.1112.L.2.3, 3.4, 3.5, 3.6	12.01 Project a professional image through appropriate business attire, ethical behavior, personal responsibility, flexibility, and respect for confidentiality.	INSTRUCTION: p. 53-55, 250, Chapter 22, Section 22.2./Job Interview, p. 53-55, Ch 23 Digital Citizenship Global note: Ethics features appear throughout the text.	

LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.RI.4.10, LAFS.1112.RI.4.10, MAFS.912.S-IC.1.1, MAFS.912.S-IC-.2.4, MAFS.912.S-IC-.2.6	12.02 Apply decision-making processes to business applications.	INSTRUCTION: p. 12, 125, Chapter 22, Section 22.1/ Applying for Employment, Section 22.2/Job Interview	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	12.03 Describe the characteristics (e.g., leadership qualities, leadership styles, personality traits) of effective business supervisors, managers, or entrepreneurs.	INSTRUCTION: p. 129-134, Section 7.1 Business Organization and Management	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	12.04 Develop a personal and business code of ethical behavior.	INSTRUCTION: p. 53-55, 250 Global note: Ethics features appear throughout the text.	
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.2.4, LAFS.1112.SL.2.4, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	12.05 Explain the importance of trust for the successful conduct of business.	INSTRUCTION: p. 53-55, 173-174, 250	
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.2.4, LAFS.1112.SL.2.4, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	12.06 Identify examples of unethical behaviors that result in higher prices for consumers (e.g., insurance fraud).	INSTRUCTION: p. 219-220	
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.2.4, LAFS.1112.SL.2.4, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	12.07 Identify ethical issues resulting from technological advances (e.g., computer snooping, hacking).	INSTRUCTION: Chapter 23, Section 23.1/Intellectual Property, Section 23.2/Phishing, Malware, and Digital Security Global note: Ethics features appear throughout the text	Global
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.2.4, LAFS.1112.SL.2.4, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	12.08 Identify ethical issues involving employer/employee relationships (e.g., poor working conditions, hours wasted on the job, employee theft).	INSTRUCTION: p. 53-55, 172-177, 169-171	
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.2.4, LAFS.1112.SL.2.4, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	12.09 Identify ethical issues affecting consumers (e.g., false advertising, shoplifting).	INSTRUCTION: p. 50-52, 219-221, 208-209	
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.2.4, LAFS.1112.SL.2.4, LAFS.910.RI.4.10, LAFS.1112.RI.4.10	12.10 Apply principles of group dynamics in structured activities.	INSTRUCTION: p. 135-137 (Teams) <i>*Global note: Teamwork activities at the end of each chapter have students participate in group discussions and complete tasks as a team.</i>	
LAFS.1112.L.2.3, LAFS.1112.L.3.4, LAFS.1112.L.3.5, LAFS.1112.L.3.6,	12.11 Exhibit positive attitude and professional behavior.	INSTRUCTION: Chapter 22, Section 22.2/Job Interview	
LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.1.2, LAFS.1112.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.3	12.12 Participate in school, community, and/or volunteer activities.	INSTRUCTION :Chapter 21, Section 21.1/Career and Technical Student Organizations, Chapter 22, Section 22.1/Honors, Activities, and Publications	
	13.0 Solve problems using critical thinking skills, creativity and innovation – the student will be able to:		
LAFS.910.SL.1.1, 1.2, 1.3 LAFS.910.RI.4.10, LAFS.1112.RI.4.10 LAFS.1112.SL.1.1, 1.2, 1.3 MAFS.912.S- MD.2.7	13.01 Employ critical thinking skills independently and in teams to solve problems and make decisions.	INSTRUCTION: p. 134-137, Apply Your Knowledge activities at the end of each chapter, Teamwork activities at the end of each chapter	
LAFS.910.SL.1.1, 1.2, 1.3 LAFS.910.RI.4.10, LAFS.1112.RI.4.10 LAFS.1112.SL.1.1, 1.2, 1.3 MAFS.912.S- MD.2.7	13.02 Employ critical thinking and interpersonal skills to resolve conflicts.	INSTRUCTION: 135-137 (Team Meetings, Team Conflict)	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.S-MD.1.1, MAFS.912.S-MD.1.2	13.03 Identify and document workplace performance goals and monitor progress toward those goals.	INSTRUCTION: p. 130-131, 133 (Goal Setting), 167	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.W.3.7, LAFS.1112.W.3.7 MAFS.912.S-MD.1.2, MAFS.912.S- MD.2.5, MAFS.912.S-MD.1.2	13.04 Conduct technical research to gather information necessary for decision-making.	INSTRUCTION: p. 152-153, Chapter 21, Section 21.1/Finding Career Information	

	14.0 Demonstrate mathematics knowledge and financial planning strategies and skills – the student will be able to:	
LAFS.1112.L.2.3, 3.4, 3.5, 3.6 MAFS.912.A-CED.1.1, MAFS.912.A-CED.1.2, MAFS.912.A-CED.1.3, MAFS.912.S-ID.1.1, 1.2, 1.3, 1.4, 2.6 MAFS.912.S-IC.1.1, 1.2, 2.3, 2.4, 2.5, 2.6 MAFS.912.S-MD.2.5, 2.6, 2.7 MAFS.912.S-CP.2.7	14.01 Demonstrate knowledge of arithmetic operations.	INSTRUCTION: Math Skills Handbook *Global Note: You Do the Math features in each chapter
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.1112.L.2.3, LAFS.1112.L.3.4, LAFS.1112.L.3.5, LAFS.1112.L.3.6, MAFS.912.S-ID.2.6, MAFS.912.S-ID.3.9, MAFS.912.S-MD.2.5, MAFS.912.S-MD.2.6, MAFS.912.S-MD.2.7, MAFS.912.F-IF.2.5, MAFS.912.F-IF.3.9	14.02 Analyze and apply data and measurements to solve problems and interpret documents.	INSTRUCTION: p. 350-351, 319, Math Skills Handbook *Global Note: You Do the Math features
LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.1112.L.2.3, LAFS.1112.L.3.4, LAFS.1112.L.3.5, LAFS.1112.L.3.6, LAFS.1112.RI.4.10, LAFS.1112.W.4.10, MAFS.912.F-IF.2.4, MAFS.912.F-IF.3.7	14.03 Construct charts/tables/graphs using functions and data.	INSTRUCTION: p. 342-346, 254 (Internet Research), Math Skills Handbook
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.L.2.4, LAFS.1112.L.2.4 MAFS.912.A-CED.1.1, MAFS.912.A-CED.1.2, MAFS.912.S-ID.1.1, 1.2, 1.3, 1.4 MAFS.912.S-IC.2.3, 2.4, 2.5, 2.6 MAFS.912.S-MD.2.5, MAFS.912.S-MD.2.7	14.04 Describe the importance of financial statements	INSTRUCTION: Financial Management p. 347-348
	15.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	15.01 Identify career paths in supervisory, management, and small business environments.	INSTRUCTION: p. 122, 128-129, Chapter 21, Section 21.1/Career Planning
LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.RI.4.10, LAFS.1112.RI.4.10	15.02 Participate in work-based learning experiences in a supervisory, management, or small business environment.	INSTRUCTION: p. 165, 260-261, Chapter 21, Section 21.2/Training and Professional Certification
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	15.03 Discuss the use of technology in a supervisory, management, or small business environment.	INSTRUCTION: p. 134, 140, 147-149, 150
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	15.04 Compare and contrast software applications used in a supervisory, management, or small business environment.	INSTRUCTION: p. 134, 147-149, 193-194, 270-271
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3	15.05 Develop an understanding of the integral value of a customer and practice the skills required to provide excellent customer service.	INSTRUCTION: p. 261-267, 268-269
	16.0 Justify the need to gain and maintain competitive advantage – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.1112.L.2.3, LAFS.1112.L.3.4, LAFS.1112.L.3.5, LAFS.1112.L.3.6,	16.01 Identify ways in which businesses compete with each other (e.g., quality, service, status, price).	INSTRUCTION: p. 34, 214-215, 217

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.1112.L.2.3, LAFS.1112.L.3.4, LAFS.1112.L.3.5, LAFS.1112.L.3.6,	16.02 Define market share.	INSTRUCTION: p. 115 (Market Analysis)
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.1112.L.2.3, LAFS.1112.L.3.4, LAFS.1112.L.3.5, LAFS.1112.L.3.6,	16.03 Identify various forms of competition (e.g., pure competition, oligopoly, monopolistic competition, monopoly).	INSTRUCTION: p. 17, 33-34
	17.0 Perform human resources management activities – the student will be able to:	SC.912.N.1.1
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	17.01 Identify the benefits of professional staff development (e.g., workshops, conferences, course work, membership in professional associations).	INSTRUCTION: Section 9.1 Human Resources, p. 165-171, 260-261, Chapter 21, Section 21.2/Training and Professional Certification
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	17.02 Explain, create and perform employee evaluations, describe the procedures used in the evaluation process, and identify the consequences of positive or negative performance appraisals.	INSTRUCTION: Section 9.1 Human Resources, p. 165-171, Section 9.2 Workplace Environment 174-175
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	17.03 Describe and research current legislation affecting the workplace and discuss the impact on businesses (e.g., affirmative action, right to privacy, drug testing, sexual harassment, safety).	INSTRUCTION: Section 9.1 Human Resources, p. 165-171, Section 9.2 Workplace Environment 174-175
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.S-IC.2.6	17.04 Identify the kinds of benefits offered to employees (e.g., insurance plans; retirement plans; payroll deductions for savings bonds, cafeteria plans, 401K plans) and describe the proposal process of acquiring and negotiating benefits.	INSTRUCTION: Section 9.1 Human Resources, p. 165-171
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3 MAFS.912.S-IC.2.6	17.05 Describe methods used to compensate employees (e.g., minimum wage, wages, salary, commission). Describe the methods to negotiate employee compensation and the role of benchmark surveys.	INSTRUCTION: Section 9.1 Human Resources, p. 165-171, 362-364
LAFS.910.RI.4.10, LAFS.910.SL.1.1, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 2.4, 2.5, 2.6 LAFS.1112.L.3.4, 3.5, 3.6 LAFS.1112.RI.4.10 MAFS.912.S-IC.2.6	17.06 Define “downsizing” and explain why it occurs and the impact of reducing workforce size.	INSTRUCTION: Section 9.1 Human Resources, p. 168
	18.0 Analyze the impact and relationship of government regulations and community involvement on business management decisions – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, .2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, .2.5, 2.6 LAFS.1112.L.2.3, 3.4, 3.5, 3.6 MAFS.912.S-IC.2.6	18.01 Explain how tax policies, licensure requirements, and governmental regulations affect a business.	INSTRUCTION: p. 47-52, 94
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	18.02 Identify ways companies can help their communities (e.g., jobs, taxes, contributions to community projects).	INSTRUCTION: p. 8, 55-57
MAFS.912.N-Q.1.3; MAFS.912.S-IC.2.6;	19.0 Perform supervisory/management functions – the student will be able to:	SC.912.L.17.20, SC.912.N.1.1, 1.4, 1.7, 3.5, 4.2
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, .2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, .2.5, 2.6 LAFS.910.L.1.1, 1.2, 2.3, LAFS.1112.L.2.3, 3.4, 3.5, 3.6	19.01 Describe the functions of management (e.g., planning, organizing, staffing, directing, controlling) and discuss how the functions are interrelated.	INSTRUCTION: p. 114-116 (Business Plan), p. 129-131, Section 7.1 Business Organization and Management
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	19.02 Identify factors of strategic planning and define the role of strategic planning in a business environment.	INSTRUCTION: p. 114-116 (Business Plan), p. 129-131, Section 7.1 Business Organization and Management

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, .2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, .2.5, 2.6 LAFS.910.L.1.1, 1.2, 2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6	19.03 Define the purpose of a business plan and describe the major components included in a business plan.	INSTRUCTION: p. 114-116 (Business Plan)
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, .2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, .2.5, 2.6 LAFS.910.L.1.1, 1.2, 2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6	19.04 Define the marketing concept and explain its impact on consumers.	INSTRUCTION: p. 186-188
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, .2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, .2.5, 2.6 LAFS.910.L.1.1, 1.2, 2.3 LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6	19.05 Identify and describe examples of diverse marketing activities.	Instruction: p. 188-192
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, .2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, .2.5, 2.6 LAFS.910.L.1.1, 1.2, 2.3 LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6 MAFS.912.S-IC.2.6	19.06 Define long-term and short-term planning.	INSTRUCTION: p. 114-116 (Business Plan), p. 129-131, Section 7.1 Business Organization and Management
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.1.1, 1.2, 2.3 LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6 LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.S-IC.2.6	19.07 Perform long-term and short-term planning activities for a specific event.	INSTRUCTION: p. 114-116 (Business Plan), p. 129-131, Section 7.1 Business Organization and Management
LAFS.910.RI.4.10, LAFS.910.W.4.10, , LAFS.910.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.RI.4.10 LAFS.1112.W.4.10 LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6 MAFS.912.S-MD.2.5, 2.6, 2.7 MAFS.912.F- IF.2.4, 2.5, 3.7, 3.9 MAFS.912.A-CED.1.1, 1.2 MAFS.912.S-ID.1.1, 1.2, 1.3, 1.4, 2.6, 3.9 MAFS.912.S-IC.2.3 2.4, 2.5, 2.6	19.08 Develop a basic business plan.	INSTRUCTION: p. 114-116 (Business Plan)
SUBJECT:	Business Supervision and Management	CORRELATION
GRADE LEVEL:	9, 10, 11, 12	FLORIDA DEPARTMENT OF EDUCATION
COURSE TITLE:	Management and Human Resources	INSTRUCTIONAL MATERIALS CORRELATION
COURSE CODE:	8301110	COURSE STANDARDS / BENCHMARKS
SUBMISSION TITLE:	<i>Principles of Business, Marketing, and Finance ©2017</i>	
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BENCHMARK CODE	BENCHMARK	LESSONS WHERE BENCHMARK IS DIRECTLY ADDRESSED IN-DEPTH IN MAJOR TOOL
	34.0 Describe how formulating policies and guiding the change process supports the organizations' mission and strategic goals – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	34.01 Identify information relating to an organization's internal operations and strategic development. Include discussion of finance, marketing and IT areas.	p. 114-117, 188-192, Chapter 23, Section 23.2/Digital Security

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	34.02 Identify information from outside the organization; include reference to the general business environment, industry practices, technology advancements, economy, and labor force, legal and regulatory environment.	p. 24-30, 47-52, 66
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	34.03 Identify types of strategic relationships with key positions within an organization to impact organizational decision making.	p. 126-129
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	34.04 Identify important alliances with key people outside an organization to support strategic growth (e.g., community partnerships).	p. 76-77, 108-110
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	34.05 Develop strategies to manage change within the organization that balances the needs of the organization, employees and other stakeholders.	p. 114-117, 124-125, 172-174
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6	34.06 Identify ways to develop and communicate organization's core values and mission.	p. 124-25
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6	34.07 Demonstrate ways to support organization's core values and mission through modeling, communication and coaching.	p. 172-175
	35.0 Research and explain how evaluating organizational effectiveness contributes to the overall strength of the business – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3 MAFS.912.S-ID.2.5, 3.9 MAFS.912.S-IC.2.6	35.01 Explain how data describing human capital projections and related costs support the organization's general budget.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	35.02 Identify types of legislative and regulatory changes that impact organizations. Discuss steps organizations might take to support, modify or oppose these types of changes.	p. 86-92
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	35.03 Discuss enterprise risk management and identify policies that protect an organization from potential risk.	p. 280-289
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3 LAFS.1112.L.2.3	35.04 Identify organization's mission, vision, values, business goals, objectives, plans, and processes.	p. 114-117, 124-125

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	35.05 Identify and analyze legislative and regulatory processes.	p. 44-49, 87-90, 91-92
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	35.06 Identify and analyze how design factors, implementation and evaluation impact strategic planning processes.	p. 154-155
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3 MAFS.912.S-MD.2.5, MAFS.912.S-MD.2.7	35.07 Identify and analyze how planning, organizing, directing and controlling impact management functions.	p. 129-131
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	35.08 Describe examples of significant corporate governance procedures and compliance.	p. 47-49, 73-75
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3 MAFS.912.S-MD.2.5, MAFS.912.S-MD.2.7	35.09 Identify cost benefit analysis factors utilized during the life cycle of a business, including growth scenarios, anticipated scenarios, economic stress, worst case scenarios and impact on net worth and earnings.	p. 11
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	35.10 Describe business concepts, including competitive advantage, organizational branding, business case development, and corporate responsibility.	p. 215
	36.0 Describe how sourcing and recruitment planning are important to the organization's ability to achieve goals and objectives – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	36.01 Describe the importance and manner in which workforce planning and employment activities need to comply with applicable federal laws and regulations, including Title VII, ADA, EEOC, and Uniform Guidelines on Employee Selection Procedures, Immigration Reform and Control Act.	p. 49-50

LAFS.910.RI.4.10, LAFS.1112.RI.4.10 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	36.02 Identify workforce requirements needed to achieve an organization's strategic goals and objectives (include corporate recruiting, workforce expansion and reduction). Discuss costs/hire, selection ratios and adverse impact. Evaluate impact of compensation and benefits on recruitment and retention.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	36.03 Describe procedures to conduct job analysis to create and develop job descriptions and competencies.	p. 162-163
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	36.04 Identify, review, document and update examples of essential job functions for positions.	p. 162-163
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	36.05 Describe criteria for hiring, retraining, retaining and promoting based on job descriptions.	p. 165, 167-168
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3 MAFS.912.S-IC.2.6	36.06 Investigate labor market resources that influence an organization's ability to satisfy workforce requirements.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	36.07 Describe how to assess internal and external workforce skills to determine availability of qualified candidates. Discuss skills testing, inventory, and workforce demographics. Develop performance appraisal processes.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	36.08 Identify and describe internal and external recruitment resources including employee referrals, diversity groups, and social media.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	36.09 Identify and describe measurement tools for workforce planning.	

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	36.10 Describe methods, steps and plan to brand and market an organization to potential applicants.	
	37.0 Explore and discuss how hiring and retention planning are critical to organizational success – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.L.3.4, LAFS.1112.L.3.4, LAFS.910.L.3.5, LAFS.1112.L.3.5, LAFS.910.L.3.6, LAFS.1112.L.3.6	37.01 Develop a strategy to select appropriate candidates for a position, including: applicant tracking, interviewing, reference and background checking. Investigate interviewing techniques.	p. 162-164
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6	37.02 Practice developing, extending and negotiating job offers.	p. 164
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.910.SL.1.2, 1.3 LAFS.1112.SL.1.1, 1.2, 1.3 LAFS.910.L.2.3, LAFS.1112.L.2.3	37.03 Describe post offer employment responsibilities, including: employment agreements, 109 procedures, coordinating relocation and immigration.	Chapter 22, Section 22.2/Employment Process
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	37.04 Develop orientation procedures for new and rehires.	p. 164-165
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	37.05 Develop and implement organizational exit for voluntary and involuntary terminations.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	37.06 Develop and implement an Affirmative Action Plan.	p. 49-50, 174-175
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	37.07 Develop a record retention procedure for managing documents and employee files.	p. 342-344

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	37.08 Describe a coaching process for managers to effectively manage organizational talent.	
	38.0 Research and develop tools and programs that support employee training and professional development – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	38.01 Identify steps to ensure human resource development activities meet federal laws and regulations.	p. 168-169
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	38.02 Describe an effective needs assessment that establishes priorities for HR development.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	38.03 Identify employee training programs (including leadership skills, harassment prevention, and IT skills) to improve individual and organizational effectiveness.	p. 165, 174-176
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	38.04 Plan and evaluate performance appraisal processes.	p. 167-168
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	38.05 Describe coaching to managers and executives regarding management of organizational talent.	
	39.0 Investigate and prepare employee development tools and performance appraisals to meet organizational needs – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3 LAFS.1112.SL.1.1, 1.2, 1.3 LAFS.910.L.2.3, LAFS.1112.L.2.3	39.01 Describe career and leadership development theories and their applications, including succession planning and dual career ladders.	
LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3 LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.SL.1.1, 1.2, 1.3	39.02 Identify and describe organization development theories and their application.	
LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3 LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.SL.1.1, 1.2, 1.3,	39.03 Describe training development techniques to create general and specialized training programs.	

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3	39.04 Identify facilitation techniques, instructional methods, and program delivery mechanisms.	
LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.SL.1.1, 1.2, 1.3,	39.05 Identify performance appraisal methods, including instruments, and ranking scales.	
LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, LAFS.1112.SL.1.1, 1.2, 1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.1112.RI.4.10, LAFS.1112.W.4.10, MAFS.912.S-IC.2.4, MAFS.912.S-IC.2.6, MAFS.912.S-MD.2.5, MAFS.912.S-MD.2.7	39.06 Describe performance management methods, including goal setting, relationships to compensation, job placements, and promotions.	p. 167-168
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3	39.07 Analyze techniques to assess training program effectiveness, including the use of applicable metrics, including participant surveys, pre and post testing.	
	40.0 Research and evaluate compensation and benefit programs and their impact on organizational goals, objectives and values – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3, 3.4, 3.5	40.01 Identify federal laws and regulations that govern organization's compensation and benefits programs. Include: FLSA, ERISA, FMLA, and USERRA.	p. 48, 49
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, LAFS.1112.SL.1.1, 1.2, 1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3, MAFS.912.S-IC.2.6, MAFS.912.S-MD.2.5, 2.7	40.02 Evaluate compensation policies, including pay structures, performance-based pay, internal and external equity. Investigate related budgeting and accounting practices and related fiduciary responsibilities.	p. 165-166, 342-344, Chapter 18, Section 18.1/Earned Income

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3 LAFS.1112.SL.1.1, 1.2, 1.3 LAFS.910.L.2.3, LAFS.1112.L.2.3 MAFS.912.S-IC.2.6	40.03 Investigate how payroll information is managed, including new hires, adjustments and terminations.	p. 342-344
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, 1.2 .2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6	40.04 Investigate how outsourced compensation and benefits components are managed, including payroll vendors, COBRA administration.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6 MAFS.912.S-IC.2.6, MAFS.912.S-MD.2.5	40.05 Describe how compensation and benefits programs are developed, managed, updated and evaluated; including health and welfare, wellness, retirement, and stock purchase.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6	40.06 Investigate how workforce is trained in compensation and benefits program, policies and processes. Include self-service technologies.	p. 165-167
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6 MAFS.912.S-IC.2.6, MAFS.912.S-MD.2.5	40.07 Discuss job evaluation methods, include job pricing and pay structures and non-cash compensation methods (e.g., equity programs, and non-cash rewards).	p. 162
	41.0 Explore the manner and importance of maintaining relationships and working conditions to balance employer and employee needs and rights in support of organizational goals and objectives – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3 LAFS.910.L.3.6 LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6,	41.01 Discuss federal laws affecting employment in union and non-union environments; including laws regarding antidiscrimination policies, sexual harassment, labor relations and privacy. Include discussion of WARN, Act, Title VII and NIRA	p. 168-170
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3, LAFS.1112.L.1.1, LAFS.1112.L.1.2 LAFS.1112.L.2.3	41.02 Discuss how to investigate organizational climate by surveying employees. Include focus groups, employee surveys and staff meetings	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3, LAFS.1112.L.1.1, LAFS.1112.L.1.2 LAFS.1112.L.2.3	41.03 Analyze employee relations programs that promote a positive organizational culture through employee recognition, special events, and diversity programs. Evaluate their effectiveness through metrics using exit interviews, employee surveys and turnover rates. Review employee involvement strategies, including employee management activities.	p. 172-175
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3 LAFS.910.L.3.6, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6 LAFS.910.SL.1.1, LAFS.1112.SL.1.1	41.04 Discuss workplace policies and procedures, including employee handbook, reference guides and operating procedures. Include review of individual employment rights and practices, employment at will, negligent hiring, defamation. Include a discussion of unfair labor practices	p. 164-165, 172-173

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	41.05 Investigate effective discipline policies based on organizational code of conduct and ethics. Consider disparate impact. Include review of workplace behavior issues, such as absenteeism and performance improvement.	p. 53-55
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	41.06 Create termination process that addresses reductions in force, policy violations and poor performance. Consider disparate impact.	p. 168
LAFS.910.RI.4.10, LAFS.910.SL.1.1, LAFS.910.L.2.3, LAFS.910.W.4.10, LAFS.1112.RI.4.10, LAFS.1112.SL.1.1, LAFS.1112.L.2.3, LAFS.1112.W.4.10	41.07 Evaluate grievance and dispute resolution, performance improvement policies. Discuss legal disciplinary procedures and techniques for investigating unbiased investigations.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	41.08 Discuss how to resolve employee complaints filed with federal agencies regarding employment practices, working conditions and how to work with legal counsel and mediation and arbitration specialists.	p. 170
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	41.09 Discuss how to participate in collective bargaining activities, including contract negotiations, costing and administration.	p. 169-171
	42.0 Evaluate how to provide a safe, secure work environment that protects the organization from liability – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2, LAFS.910.L.2.3, LAFS.910.L.3.6, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.4, 3.5, 3.5, 3.6	42.01 Discuss federal laws that ensure workplace health, safety, security and privacy. Include: OSHA, Drug-free workplace Act, ADA, HIDAA, Sarbanes-Oxley Act.	p. 168-169, 174-177
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2, LAFS.910.L.2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.4, 3.5, 3.5, 3.6, LAFS.910.L.3.6	42.02 Investigate how to conduct a needs analysis to identify an organization's safety requirements. Discuss occupational injury and illness prevention and compensation and general health and safety practices.	p. 175-177
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2, LAFS.910.L.2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.4, 3.5, 3.5, 3.6, LAFS.910.L.3.6	42.03 Identify a return-to-work process after injury or illness to ensure a safe workplace. Include modified duty assignment, reasonable accommodations and medical exam.	p. 175-177, 288-289

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3 LAFS.910.L.3.6, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.4, 3.5, 3.5, 3.6	42.04 Discuss how to develop workplace policies that protect employees and minimize organization's loss and liability. Include employer response, workplace violence and substance abuse and how to train workforce on security plans. Include organizational incident and emergency response plans, internal investigation and monitoring.	p. 174-177, 282-284, 288-289
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	42.05 Make a business continuity and disaster plan that includes workforce training.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	42.06 Develop policies and procedures for appropriate use of electronic media, including email, social media, web access, and use of hardware.	Chapter 23, Section 23.1/Digital Citizenship, Section 23.2 Using the Internet, Digital Security
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	42.07 Develop internal and external privacy policies that discuss identity theft, data protection and workplace monitoring.	Chapter 23, Section 23.2 Digital Security
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	42.08 Develop procedures on workplace safety, health and security enforcement agencies. Include return to work procedures, workplace safety and security risks.	p. 172-177
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	42.09 Identify employer and employee rights regarding substance abuse.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	42.10 Plan for business continuity and disaster recovery plan (data storage and back up, alternative work conditions).	Chapter 23, Section 23.2 Digital Security
LAFS.910.RI.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	42.11 Discuss data integrity techniques and technology, including social media, monitoring software.	Chapter 23, Section 23.2 Using the Internet, Digital Security
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	42.12 Discuss financial management practices, including procurement policies, credit and policies and expense management.	p. 316-329, 336-346,
SUBJECT:	Business Supervision and Management	CORRELATION
GRADE LEVEL:	9, 10, 11, 12	FLORIDA DEPARTMENT OF EDUCATION
COURSE TITLE:	Business Analysis	INSTRUCTIONAL MATERIALS CORRELATION
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BENCHMARK CODE	BENCHMARK	LESSONS WHERE BENCHMARK IS DIRECTLY ADDRESSED IN-DEPTH IN MAJOR TOOL
	43.0 Describe management functions and organizational structures at the workplace – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	43.01 Investigate how accounting and other departments work within and across organizations.	p. 337-340
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	43.02 Describe how departments work within and across organizations.	p. 338-340 (Budgets)
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	43.03 Describe how departments gather, store, use and share data.	p. 337-349
	44.0 Demonstrate skills for accounting work-based learning experiences – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	44.01 Apply accounting principles in an accounting environment.	p. 337-338
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	44.02 Explore the use of technology in an accounting environment.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	44.03 Complete a work-based simulation.	
	45.0 Apply accounting principles and concepts to the performance of accounting activities – the student will be able to:	
LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, 3.4, 3.5, 3.6 LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.L.3.6, 2.3, 3.4, 3.5 MAFS.912.A-REI.1.1, 1.2, 2.3	45.01 Demonstrate the application of the full accounting cycle (including chart of accounts, use of t accounts, journalizing business transactions, posting of journal entries, preparation of trial balance, journalizing and posting of adjusting entries, journalizing and posting of post-closing entries, and preparation of an income statement, statement of owner's equity, and balance sheet).	p. 344-349

LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, .3.4, 3.5, 3.6 LAFS.1112.L.2.3, 3.4, 3.5, 3.6MAFS.912.A-REI.1.1, MAFS.912.A-REI.1.2, MAFS.912.A-REI.2.3	45.02 Demonstrate proficiency in cash control procedures (including bank deposits, electronic fund transfers, all credit and debit transactions, bank reconciliations, and proof of cash, petty cash, and journal entries related to all banking activities).	p. 300-301
LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.SL.1.1, LAFS.910.L.2.3, 3.4, 3.5, 3.6, LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.SL.1.1, LAFS.1112.L.2.3, 3.4, 3.5, 3.6 MAFS.912.S-IC.2.6	45.03 Use source documents to prepare and analyze transactions (including invoices, cash receipts, sales slips, credit memos, vendor statements, purchase orders, and packing slips).	p. 340-341, 347-351
LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.SL.1.1, LAFS.910.L.2.3, 3.4, 3.5, 3.6 LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.SL.1.1, LAFS.1112.L.2.3, 3.4, 3.5, 3.6 MAFS.912.S-IC.2.6	45.04 Use payroll records to prepare and analyze transactions (including maintaining payroll records to include employee time processing procedures, payroll checks, a payroll register, employee earnings record, employer payroll taxes (to include tax forms and all associated journal entries).	p. 342-344
LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.SL.1.1, LAFS.910.L.2.3, 3.4, 3.5, 3.6 LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.SL.1.1, LAFS.1112.L.2.3, 3.4, 3.5, 3.6 MAFS.912.A-REI.1.1	45.05 Analyze transactions for accuracy and prepare appropriate correcting entries.	p. 337, 339
	46.0 Apply accounting principles and concepts using appropriate technology – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	46.01 Identify and use the appropriate technology in an accounting environment.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.2.4, LAFS.1112.SL.2.4, LAFS.910.SL.2.5, LAFS.1112.SL.2.5, LAFS.910.SL.2.6, LAFS.1112.SL.2.6 MAFS.912.S-IC.2.6	46.02 Demonstrate proficiency in the use of spreadsheet and accounting software to maintain accounting records to include creating and manipulating both data and formulas, formatting data, securing data and presenting results visually (including charts and graphs).	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.3.8, LAFS.1112.W.3.8, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	46.03 Research types of accounting systems.	
	47.0 Prepare and use financial information about business organizations to support decision making – the student will be able to:	

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.L.3.4, LAFS.1112.L.3.4, LAFS.910.L.3.5, LAFS.1112.L.3.5, LAFS.910.L.3.6, LAFS.1112.L.3.6, LAFS.910.SL.2.4, LAFS.1112.SL.2.4, LAFS.910.SL.2.5, LAFS.1112.SL.2.5, LAFS.910.SL.2.6, LAFS.1112.SL.2.6 MAFS.912.A-REI.1.1	47.01 Demonstrate knowledge of the accounting cycle (including chart of accounts, use of t accounts, journalizing business transactions, preparation of trial balance, adjusting entries, closing entries, and financial statement preparation (i.e., income statement, statement of retained earnings, cash flow statement, and balance sheet).	p. 344-349
LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.L.2.3, 3.4, 3.5, 3.6 LAFS.910.SL.2.4, 2.5, .2.6 LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.L.2.3, 3.4, 3.5, 3.6 LAFS.1112.SL.2.4, 2.5, 2.6 MAFS.912.A-REI.1.1, MAFS.912.A-REI.1.2, MAFS.912.A-REI.2.3	47.02 Demonstrate proficiency in cash control procedures (including bank deposits, electronic fund transfers, all credit and debit transactions, bank reconciliations, petty cash, and journal entries related to all relating banking activities).	p. 300-301
LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.L.2.3, 3.4, 3.5, 3.6 LAFS.910.SL.2.4, 2.5, .2.6 LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.L.2.3, 3.4, 3.5, 3.6 LAFS.1112.SL.2.4, 2.5, 2.6 MAFS.912.S-IC.2.6	47.03 Use source documents to prepare and analyze transactions (including invoices, cash receipts, sales slips, credit memos, vendor statements, purchase orders, and packing slips).	p. 340-341, 347-351
	48.0 Manage business information using appropriate software – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	48.01 Identify and use the appropriate software in a business environment.	p. 134, 147-149, 193-194
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.2.4, LAFS.1112.SL.2.4, LAFS.910.SL.2.5, LAFS.1112.SL.2.5, LAFS.910.SL.2.6, LAFS.1112.SL.2.6	48.02 Demonstrate proficiency in the use of word processing, spreadsheet, and other office software commonly used in business.	
LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.L.2.3, LAFS.910.SL.2.4, 2.5, 2.6 LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.L.2.3, LAFS.1112.SL.2.4, 2.5, 2.6 MAFS.912.S-IC.2.6	48.03 Utilize technology to access, research, analyze, and interpret business information.	p. 147-149, 193-194

LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.L.2.3, LAFS.910.SL.2.4, 2.5, 2.6, LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.L.2.3, LAFS.1112.SL.2.4, 2.5, 2.6	48.04 Demonstrate proficiency in the use of accounting software to maintain accounting records and produce reports.	
	49.0 Describe information systems and requirements analysis. This description should identify the project goal, data storage, movement, security, quality, usage, and functional requirements – the student will be able to:	
LAFS.1112.SL.1.1, LAFS.910.SL.1.1, LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.2.4, LAFS.1112.SL.2.4, LAFS.910.SL.2.5, LAFS.1112.SL.2.5, LAFS.910.SL.2.6, LAFS.1112.SL.2.6, LAFS.1112.L.3.4, LAFS.910.L.3.5, LAFS.1112.L.3.5, LAFS.910.L.3.6, LAFS.1112.L.3.6	49.01 Describe the process, methods, measurements and systems that businesses use to view, analyze and understand information relevant to the history, current performance, and future projections for a business.	p. 245, 347-351
LAFS.910.RI.4.10, LAFS.910.L.2.3, LAFS.910.SL.2.4, 2.5, 2.6, LAFS.910.L.3.5, LAFS.910.L.3.6, LAFS.1112.RI.4.10, LAFS.1112.L.2.3, LAFS.1112.SL.2.4, 2.5, 2.6, LAFS.1112.L.3.4, 3.5, 3.6	49.02 Define the goal of analysis in supporting managers to make more informed decisions through the accumulation and analysis of data.	p. 245, 350-351
LAFS.910.RI.4.10, LAFS.910.L.2.3, LAFS.910.SL.2.4, 2.5, 2.6, LAFS.910.L.3.4, 3.5, 3.6, LAFS.1112.RI.4.10, LAFS.1112.L.2.3, LAFS.1112.SL.2.4, 2.5, 2.6, LAFS.1112.L.3.4, 3.5, 3.6	49.03 Identify data requirements and parameters, including data sources and formats.	p. 340-342, 347-351
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	49.04 Acquire sample data to develop a report.	
LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.SL.1.1, LAFS.910.L.2.3, 3.4, 3.5, 3.6 LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.SL.1.1, LAFS.1112.L.2.3, 3.4, 3.5, 3.6	49.05 Create a sample report.	
LAFS.910.RI.4.10, LAFS.910.L.2.3, 3.4, 3.5, 3.6 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.3.4, 3.5, 3.6 LAFS.1112.RI.4.10 LAFS.1112.L.2.3, 3.4, 3.5, 3.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6	49.06 Describe how business analytics can be comprehensive, or can also focus on specific functions, such as corporate performance, sales analysis and financial analysis.	p. 147-149, 245, 350-351
LAFS.910.RI.4.10, LAFS.910.L.2.3, 3.4, 3.5, 3.6 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, LAFS.1112.RI.4.10, LAFS.1112.L.3.4, 2.3, 3.5, 3.6 LAFS.1112.SL.2.5, 1.2, 1.3, 2.4, 1.1, 2.6 MAFS.912.S-IC.2.6	49.07 Describe the risks associated with business analysis regarding data validity and implications of making poor decisions based on the analysis provided.	

	50.0 Investigate the roles and working relationships of a Business Analyst and Project Manager. Explore key deliverables of the business analysis process – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3 LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3	50.01 Prepare a discovery, or elicitation plan to address a data project life cycle.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3 MAFS.912.S-IC.2.4, MAFS.912.S-IC.2.6	50.02 Analyze requirements using data and modeling techniques.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3 MAFS.912.A-REI.3.5, MAFS.912.A-REI.3.6	50.03 Identify project variables and planning time frames.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3 MAFS.912.A-REI.1.1	50.04 Write specific, step-by- step requirement statements.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3 LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.A-REI.1.1, MAFS.912.A-REI.3.5	50.05 Develop a test plan that includes verification and validation techniques and case diagrams.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3, LAFS.910.SL.2.4, LAFS.1112.SL.2.4, LAFS.910.SL.2.5, LAFS.1112.SL.2.5, LAFS.910.SL.2.6, LAFS.1112.SL.2.6 MAFS.912.A-REI.3.5, MAFS.912.A-REI.3.6, MAFS.912.S-MD.2.5	50.06 Identify project costs and benefits. Discuss ROI and breakeven analysis.	

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.S-MD.2.5, MAFS.912.S-MD.2.7	50.07 Develop a risk assessment for the project.	
	51.0 Describe how data is organized and examine the business intelligence process used in transforming data to useful information. Demonstrate skills in analyzing data using spreadsheet software applications – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.3, LAFS.1112.SL.1.3 MAFS.912.S-MD.2.5, MAFS.912.S-MD.2.7	51.01 Analyze a managerial decision to determine the practicality to support the decision with computer technology and determine best technology to use.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3 LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3,	51.02 Work on a business analytics development project as a team.	
LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6, LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.L.2.3, 3.4, 3.5, 3.6 LAFS.1112.L.3.6, 3.5, 2.3, 3.4 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.RI.4.10 LAFS.1112.W.4.10 MAFS.912.S-IC.2.6	51.03 Select, develop and deploy successful business intelligence systems to assist managers in decision making.	
LAFS.910.RI.4.10, LAFS.910.L.2.3, 3.4, 3.5, 3.6 LAFS.910.SL.1.1, 1.2, 1.3 LAFS.1112.SL.1.1, 1.2, 1.3 LAFS.1112.L.2.3, 3.4, 3.5, 3.6, LAFS.1112.RI.4.10	51.04 Describe how data analysis techniques can help managers make better decisions.	p. 147-149, 153-154, 245, 350-351
	52.0 Design and build business applications using database management systems – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	52.01 Define file organization structures and data models.	

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.L.3.4, LAFS.1112.L.3.4, LAFS.910.L.3.5, LAFS.1112.L.3.5, LAFS.910.L.3.6, LAFS.1112.L.3.6, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	52.02 Develop data model and database design.	
LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.RI.4.10 LAFS.910.W.4.10 LAFS.910.L.2.3, LAFS.1112.L.2.3 LAFS.1112.W.4.10, LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.RI.4.10	52.03 Demonstrate how normalization optimizes table structures resulting from an investigation of a database, and identify how data is interrelated.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3	52.04 Write queries in SQL.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	52.05 Identify the types of information corporations need in data mining, business analysis and reporting.	p. 153-154, 347-351
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	52.06 Identify relevance of pivot tables, macros, automation and integration of downloaded data.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.S-IC.2.6	52.07 Identify uses for reports and visual presentation of data, including forms, charts, graphs, wikis and other web applications.	
	53.0 Evaluate business and financial information to support internal decision making – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.A-REI.3.6	53.01 Identify and apply fundamentals of managerial accounting.	p. 336-346
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.S-MD.2.5, MAFS.912.S-MD.2.7	53.02 Analyze data to evaluate alternatives in making short-run and capital budget decisions.	p. 338-340 (Budgets)
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.S-MD.1.2, MAFS.912.S-MD.2.5, MAFS.912.A-REI.3.5, MAFS.912.A-REI.3.6	53.03 Calculate and use break-even analysis and other related topics to make unstructured business decisions.	

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.A-REI.1.2, MAFS.912.A-REI.2.3 MAFS.912.A-REI.3.6	53.04 Use various cost accounting systems for products/services.	p. 153-154
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	53.05 Evaluate customer and product/service profitability.	p. 347-351
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.S-MD.1.2, MAFS.912.S-MD.2.5, MAFS.912.S-MD.2.7	53.06 Prepare business plans, budgets, and forecasts to support the management process.	p. 114-117, 338-340
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.SL.1.3, LAFS.1112.SL.1.3 MAFS.912.S-IC.2.6	53.07 Evaluate the performance of an organization, its processes, and people.	p. 144-150, 350-351
	54.0 Demonstrate fundamental techniques and methods used in the analysis of computerized business activities, including consideration of information requirements, resources, and its impact on business decisions – the student will be able to:	
LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.RI.4.10, LAFS.910.L.2.3, LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.RI.4.10 LAFS.1112.L.2.3	54.01 Describe data warehousing concepts and business applications.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3 MAFS.912.S-IC.2.6	54.02 Model business analysis using online analytical processing (OLAP), where data is interactively analyzed using multidimensional data from multiple perspectives.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.S-MD.2.5, MAFS.912.S-MD.2.7	54.03 Develop business reports using visualization and predictive analytics.	p. 338-340

LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1 MAFS.912.S-MD.1.1	54.04 Describe data mining, text and web mining concepts and their business applications.	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS1112.SL.1.2, LAFS.1112.SL.1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3 MAFS.912.S-IC.2.6	54.05 Describe data mining techniques, including: how it is used, benefits, and expectations. Identify business efforts affected by data mining and the types of benefits they experience (retail and consumer sales, marketing, fraud, health care applications, medical diagnostics, e-commerce, media, accounting, banking, credit, customer service).	
	55.0 Describe the implications of professional values, ethics, and attitudes in business – the student will be able to:	
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	55.01 Identify the appropriate use of employer property.	p. 176-177, Chapter 23 Digital Citizenship
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	55.02 Describe the role of confidentiality in business.	p. 54-55
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3	55.03 Identify the importance of making decisions that are based on ethical reasoning and describe the personal and long term consequences of unethical choices in the workplace.	p. 53-57
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.6	55.04 Use ethical reasoning and judgment and act in accordance with legal responsibilities.	p. 53-57
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.6	55.05 Demonstrate conflict resolution skills.	p. 136-137
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS1112.SL.1.2, LAFS.1112.SL.1.3, LAFS.910SL.2.4, LAFS.1112.SL.2.4, LAFS.910SL.2.4, LAFS.1112.SL.2.6	55.06 Recognize different personality styles and how to interact effectively with them in the workplace.	p. 92-93, 136-137, 173-175
LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.6	55.07 Discuss how values and attitudes influence behavior.	p. 92-93