

<b>Business Systems and Technology</b>	<b>8209020</b>
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**Outcome # 01.0 DEMONSTRATE KNOWLEDGE, SKILL, AND APPLICATION OF INFORMATION SYSTEMS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE. APPLY ERGONOMIC PRINCIPLES APPLICABLE TO THE CONFIGURATION OF COMPUTER WORKSTATIONS.**

**Performance Task# 01.01 Develop keyboarding skills to enter and manipulate text and data**

<b>SSS Strand: Reading</b>	<b>Essential Work Skills</b>
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<p><b>LA.A 2.4.4 H</b> Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.</p>	<p><b>e03</b> Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.</p>
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<b>SSS Strand: Writing</b>	<b>Essential Work Skills</b>
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<p><b>LA.B 1.4.2 H</b> Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; has an organizational pattern that provides for a logical progression of ideas; has effective use of transitional devices that contribute to a sense of completeness; has support that is substantial, specific, relevant, and concrete; demonstrates a commitment to and involvement with the subject; uses creative writing strategies as appropriate to the purposes of the paper; demonstrates a mature command of language with freshness of expression; has varied sentence structure; has few, if any, convention errors in mechanics, usage, punctuation and spelling.</p>	<p><b>e12</b> Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.</p>
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	<p><b>e14</b> Use editing and revising skills to improve effectiveness and accuracy of drafts.</p>
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	<p><b>e27</b> Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.</p>
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	<p><b>e54</b> Organize supporting detail in logical and convincing patterns.</p>
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<p><b>LA.B 1.4.3 L</b> Produces final documents that have been edited for: correct spelling; correct punctuation, including commas, colons, and common use of semicolons; correct capitalization; correct sentence formation; correct instances of possessives, subject/verb agreement, instances of noun/pronoun agreement and the intentional use of fragments for effect; and correct formatting that appeals to readers, including appropriate use of a variety of graphics, table: charts and illustrations in both standard and innovative forms.</p>	<p><b>e14</b> Use editing and revising skills to improve effectiveness and accuracy of drafts.</p>
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**Performance Task# 01.02 Describe and use current and emerging computer technology and software to perform personal and business related tasks.**

<b>SSS Strand: Reading</b>	<b>Essential Work Skills</b>
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<p><b>LA.A 2.4.4 H</b> Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.</p>	<p><b>e03</b> Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.</p>
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<b>SSS Strand: Writing</b>	<b>Essential Work Skills</b>
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<b>LA.B 1.4.2 H</b>	Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; has an organizational pattern that provides for a logical progression of ideas; has effective use of transitional devices that contribute to a sense of completeness; has support that is substantial, specific, relevant, and concrete; demonstrates a commitment to and involvement with the subject; uses creative writing strategies as appropriate to the purposes of the paper; demonstrates a mature command of language with freshness of expression; has varied sentence structure; has few, if any, convention errors in mechanics, usage, punctuation and spelling.	<b>e12</b>	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
		<b>e14</b>	Use editing and revising skills to improve effectiveness and accuracy of drafts.
		<b>e27</b>	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.
		<b>e54</b>	Organize supporting detail in logical and convincing patterns.
<b>LA.B 2.4.4 L</b>	Selects and uses a variety of electronic media, such as the Internet, information services, and desktop publishing software programs, to create, revise, retrieve, and verify information.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

<b>SSS Strand: Listening, Viewing and Speaking</b>		<b>Essential Work Skills</b>	
<b>LA.C 1.4.2 L</b>	Describes, evaluates, and expands personal preferences in listening to fiction, drama, literary nonfiction, and informational presentations.	<b>e25</b>	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
		<b>e47</b>	Listen for enjoyment to narratives of personal experiences, stories, drama, performances, lectures, and readings.

<b>SSS Strand: The Nature of Science</b>		<b>Essential Work Skills</b>	
<b>SC.H 3.4.1 M</b>	Knows that performance testing is often conducted using small-scale models, computer simulations, or analogous systems to reduce the chance of system failure.	<b>s115</b>	(Not Ranked) Plan and apply real or hypothetical models and constructions to facilitate investigation and learning and the solution to practical problems.
<b>SC.H 3.4.2 H</b>	Knows that technological problems often create a demand for new scientific knowledge and that new technologies make it possible for scientists to extend their research in a way that advances science.	<b>s116</b>	(Not Ranked) Understand the impact upon society and the environment of scientific and technological discoveries and the contributions of scientists. Understand how society may accept or reject scientific discoveries based upon need or refusal to change.
<b>SC.H 3.4.5 H</b>	Knows that the value of a technology may differ for different people and at different times.	<b>s116</b>	(Not Ranked) Understand the impact upon society and the environment of scientific and technological discoveries and the contributions of scientists. Understand how society may accept or reject scientific discoveries based upon need or refusal to change.

**Performance Task# 01.03 Identify and describe communications and networking systems used in workplace environments.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 2.4.4 H</b>	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
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<b>LA.B 1.4.2 H</b>	Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; has an organizational pattern that provides for a logical progression of ideas; has effective use of transitional devices that contribute to a sense of completeness; has support that is substantial, specific, relevant, and concrete; demonstrates a commitment to and involvement with the subject; uses creative writing strategies as appropriate to the purposes of the paper; demonstrates a mature command of language with freshness of expression; has varied sentence structure; has few, if any, convention errors in mechanics, usage, punctuation and spelling.	<b>e12</b>	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
		<b>e14</b>	Use editing and revising skills to improve effectiveness and accuracy of drafts.
		<b>e27</b>	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.
		<b>e54</b>	Organize supporting detail in logical and convincing patterns.
<b>LA.B 2.4.4 L</b>	Selects and uses a variety of electronic media, such as the Internet, information services, and desktop publishing software programs, to create, revise, retrieve, and verify information.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

<b>SSS Strand: Listening, Viewing and Speaking</b>	<b>Essential Work Skills</b>
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<b>LA.C 1.4.2 L</b>	Describes, evaluates, and expands personal preferences in listening to fiction, drama, literary nonfiction, and informational presentations.	<b>e25</b>	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
		<b>e47</b>	Listen for enjoyment to narratives of personal experiences, stories, drama, performances, lectures, and readings.

**Performance Task# 01.04 Use reference materials such as on-line help, vendor bulletin boards, tutorials, and manuals available for application software.**

<b>SSS Strand: Reading</b>	<b>Essential Work Skills</b>
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<b>LA.A 2.4.6 L</b>	Selects and uses appropriate study and research skills and tools according to the type of information being gathered or organized, including almanacs, government publications, microfiche, news sources, and information services.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.7 H</b>	Analyzes the validity and reliability of primary source information and use the information appropriately.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.8 H</b>	Synthesizes information from multiple sources to draw conclusions.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

<b>SSS Strand: Writing</b>	<b>Essential Work Skills</b>
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<b>LA.B 2.4.4 L</b>	Selects and uses a variety of electronic media, such as the Internet, information services, and desktop publishing software programs, to create, revise, retrieve, and verify information.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
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<b>SSS Strand: The Nature of Science</b>	<b>Essential Work Skills</b>
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<b>SC.H 3.4.2 H</b>	Knows that technological problems often create a demand for new scientific knowledge and that new technologies make it possible for scientists to extend their research in a way that advances science.	<b>s116</b>	(Not Ranked) Understand the impact upon society and the environment of scientific and technological discoveries and the contributions of scientists. Understand how society may accept or reject scientific discoveries based upon need or refusal to change.
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**Performance Task# 01.05 Demonstrate basic file management skills.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 2.4.2 H</b>	Determines the author's purpose and point of view and their effects on the text.	<b>e77</b>	Assess the significance and importance of the themes in a literary text.
<b>LA.A 2.4.6 L</b>	Selects and uses appropriate study and research skills and tools according to the type of information being gathered or organized, including almanacs, government publications, microfiche, news sources, and information services.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
<b>LA.B 2.4.4 L</b>	Selects and uses a variety of electronic media, such as the Internet, information services, and desktop publishing software programs, to create, revise, retrieve, and verify information.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**Performance Task# 01.06 Troubleshoot problems with computer software, hardware, peripherals, and other office equipment.**

<b>SSS Strand: Language</b>		<b>Essential Work Skills</b>	
<b>LA.D 2.4.4 L</b>	Effectively integrates multimedia and technology into presentations.	<b>e68</b>	Apply an understanding of the meaning of graphics, layout, white space, italics, parentheses, and other visual aids.

<b>SSS Strand: The Nature of Science</b>		<b>Essential Work Skills</b>	
<b>SC.H 3.4.1 M</b>	Knows that performance testing is often conducted using small-scale models, computer simulations, or analogous systems to reduce the chance of system failure.	<b>s115</b>	(Not Ranked) Plan and apply real or hypothetical models and constructions to facilitate investigation and learning and the solution to practical problems.

**Performance Task# 01.07 Describe ethical issues and problems associated with computers and information systems.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 2.4.1 H</b>	Determines the main idea and identifies relevant details, methods of development, and their effectiveness in a variety of types of written materials.	<b>e15</b>	Discriminate important ideas from unimportant ideas while reading.
		<b>e24</b>	Summarize, synthesize and organize information while reading.
		<b>e46</b>	Apply, extend, and expand on information while reading.
<b>LA.A 2.4.4 H</b>	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.8 H</b>	Synthesizes information from multiple sources to draw conclusions.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
<b>LA.B 1.4.2</b>	<b>H</b> Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; has an organizational pattern that provides for a logical progression of ideas; has effective use of transitional devices that contribute to a sense of completeness; has support that is substantial, specific, relevant, and concrete; demonstrates a commitment to and involvement with the subject; uses creative writing strategies as appropriate to the purposes of the paper; demonstrates a mature command of language with freshness of expression; has varied sentence structure; has few, if any, convention errors in mechanics, usage, punctuation and spelling.	<b>e12</b>	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
		<b>e14</b>	Use editing and revising skills to improve effectiveness and accuracy of drafts.
		<b>e27</b>	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.
		<b>e54</b>	Organize supporting detail in logical and convincing patterns.

<b>SSS Strand: The Nature of Science</b>		<b>Essential Work Skills</b>	
<b>SC.H 1.4.7</b>	<b>M</b> Understands the importance of a sense of responsibility, a commitment to peer review, truthful reporting of the methods and outcomes of investigations, and making the public aware of the findings.	<b>s114</b>	(Not Ranked) Know and apply the principles of scientific inquiry. (Implicit in this statement are the processes of prediction, estimation, developing hypotheses, drawing conclusions, evaluation, and following ethical principles and professional procedures
<b>SC.H 3.4.5</b>	<b>H</b> Knows that the value of a technology may differ for different people and at different times.	<b>s116</b>	(Not Ranked) Understand the impact upon society and the environment of scientific and technological discoveries and the contributions of scientists. Understand how society may accept or reject scientific discoveries based upon need or refusal to change.

**Performance Task# 01.08 Apply ergonomic principles applicable to the configuration of computer workstations.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 1.4.3</b>	<b>L</b> Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	<b>e09</b>	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.
		<b>e30</b>	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.
		<b>e49</b>	Read for main idea first and then read for detail.
<b>LA.A 2.4.1</b>	<b>H</b> Determines the main idea and identifies relevant details, methods of development, and their effectiveness in a variety of types of written materi	<b>e15</b>	Discriminate important ideas from unimportant ideas while reading.
		<b>e24</b>	Summarize, synthesize and organize information while reading.
		<b>e46</b>	Apply, extend, and expand on information while reading
<b>LA.A 2.4.6</b>	<b>L</b> Selects and uses appropriate study and research skills and tools according to the type of information being gathered or organized, including almanacs, government publications, microfiche, news sources, and information services.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

<b>SSS Strand: Processes of Life</b>		<b>Essential Work Skills</b>	
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<b>SC.F 1.4.2</b>	<b>H</b>	Knows that body structures are uniquely designed and adapted for their function.	<b>s02</b>	Identify and understand the structure and parts that comprise the systems (i.e., cardiovascular, nervous, lymphatic, muscular, etc.) and regions (i.e., head and neck, upper limb, thorax, abdominopelvic, back, and lower limb) of the human body.
<b>SC.F 1.4.6</b>	<b>M</b>	Knows that separate parts of the body communicate with each other using electrical and/or chemical signals.	<b>s45</b>	Understand nerve regulation - the nervous system and related disorders such as cerebral palsy, meningitis, and polio; and chemical regulation - the endocrine system, hormones and related disorders such as goiter and diabetes.
<b>SC.F 1.4.7</b>	<b>M</b>	Knows that organisms respond to internal and external stimuli.	<b>s45</b>	Understand nerve regulation - the nervous system and related disorders such as cerebral palsy, meningitis, and polio; and chemical regulation - the endocrine system, hormones and related disorders such as goiter and diabetes.

**Outcome # 02.0 DEMONSTRATE COMPREHENSION AND COMMUNICATION SKILLS**

**Performance Task# 02.01 Read and comprehend technical and non-technical reading assignments related to course content including trade journals, books, magazines and electronic sources.**

<b>SSS Strand: Reading</b>			<b>Essential Work Skills</b>	
<b>LA.A 1.4.1</b>	<b>L</b>	Selects and uses prereading strategies that are appropriate to the text, such as discussion, making predictions, brainstorming, generating questions, and previewing, to anticipate content, purpose, and organization of a reading selection.	<b>e52</b>	Preview textbooks for informational text to anticipate content.
			<b>e80</b>	Understand ways an author uses language and text characteristics to aid comprehension.
<b>LA.A 1.4.2</b>	<b>H</b>	Selects and uses strategies to understand words and text, and to make and confirm inferences from what is read, including interpreting diagrams, graphs, and statistical illustrations.	<b>e50</b>	Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
			<b>e53</b>	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.
<b>LA.A 2.4.4</b>	<b>H</b>	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.5</b>	<b>H</b>	Identifies devices of persuasion and methods of appeal and their effectiveness.	<b>e17</b>	Analyze, evaluate and critique such events as current events, political campaigns, advertisements and media.
			<b>e72</b>	Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader.
<b>LA.A 2.4.7</b>	<b>H</b>	Analyzes the validity and reliability of primary source information and use the information appropriately.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.8</b>	<b>H</b>	Synthesizes information from multiple sources to draw conclusions.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>SSS Strand: Writing</b>			<b>Essential Work Skills</b>	

<b>LA.B 1.4.2 H</b>	Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; has an organizational pattern that provides for a logical progression of ideas; has effective use of transitional devices that contribute to a sense of completeness; has support that is substantial, specific, relevant, and concrete; demonstrates a commitment to and involvement with the subject; uses creative writing strategies as appropriate to the purposes of the paper; demonstrates a mature command of language with freshness of expression; has varied sentence structure; has few, if any, convention errors in mechanics, usage, punctuation and spelling.	<b>e12</b>	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
		<b>e14</b>	Use editing and revising skills to improve effectiveness and accuracy of drafts.
		<b>e27</b>	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.
		<b>e54</b>	Organize supporting detail in logical and convincing patterns.
<b>LA.B 2.4.4 L</b>	Selects and uses a variety of electronic media, such as the Internet, information services, and desktop publishing software programs, to create, revise, retrieve, and verify information.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**Performance Task# 02.02 Write clear and well-organized research papers, integrating a variety of information.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 2.4.4 H</b>	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.5 H</b>	Identifies devices of persuasion and methods of appeal and their effectiveness.	<b>e17</b>	Analyze, evaluate and critique such events as current events, political campaigns, advertisements and media.
		<b>e72</b>	Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader.
<b>LA.A 2.4.8 H</b>	Synthesizes information from multiple sources to draw conclusions.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
<b>LA.B 2.4.2 L</b>	Organizes information using appropriate systems.	<b>e12</b>	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.

**Performance Task# 02.04 Prepare and deliver an oral report with appropriate materials to the class.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 1.4.2 H</b>	Selects and uses strategies to understand words and text, and to make and confirm inferences from what is read, including interpreting diagrams, graphs, and statistical illustrations.	<b>e50</b>	Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
		<b>e53</b>	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.

<b>LA.A 2.4.5</b>	<b>H</b>	Identifies devices of persuasion and methods of appeal and their effectiveness.	<b>e17</b>	Analyze, evaluate and critique such events as current events, political campaigns, advertisements and media.
			<b>e72</b>	Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader.
<b>LA.A 2.4.7</b>	<b>H</b>	Analyzes the validity and reliability of primary source information and use the information appropriately.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.8</b>	<b>H</b>	Synthesizes information from multiple sources to draw conclusions.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**SSS Strand: Listening, Viewing and Speaking**

**Essential Work Skills**

<b>LA.C 1.4.1</b>	<b>L</b>	Selects and uses appropriate listening strategies according to the intended purpose, such as solving problems, interpreting and evaluating the techniques and intent of a presentation, and taking action in career-related situations.	<b>e25</b>	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
<b>LA.C 3.4.1</b>	<b>L</b>	Uses volume, stress, pacing, enunciation, eye contact, and gestures that meet the needs of the audience and topic.	<b>e92</b>	Identify and interpret vocal characteristics that influence meaning such as tone, volume, pitch, and rate.

**Performance Task# 02.05 Participate in large group discussions as a member and/or a leader.**

**SSS Strand: Reading**

**Essential Work Skills**

<b>LA.A 1.4.2</b>	<b>H</b>	Selects and uses strategies to understand words and text, and to make and confirm inferences from what is read, including interpreting diagrams, graphs, and statistical illustrations.	<b>e50</b>	Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
			<b>e53</b>	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.
<b>LA.A 1.4.3</b>	<b>L</b>	Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	<b>e09</b>	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.
			<b>e30</b>	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.
			<b>e49</b>	Read for main idea first and then read for detail.
<b>LA.A 2.4.4</b>	<b>H</b>	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.5</b>	<b>H</b>	Identifies devices of persuasion and methods of appeal and their effectiveness.	<b>e17</b>	Analyze, evaluate and critique such events as current events, political campaigns, advertisements and media.
			<b>e72</b>	Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader.
<b>LA.A 2.4.8</b>	<b>H</b>	Synthesizes information from multiple sources to draw conclusions.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**SSS Strand: Writing**

**Essential Work Skills**

<b>LA.B 1.4.1</b>	<b>L</b>	Selects and uses appropriate prewriting strategies, such as brainstorming, graphic organizers, and outlines.	<b>e34</b>	Use ideas from journals, class discussion and literary criticism to write a paper that expresses a personal opinion, sustains a controlling idea, or uses specific evidence from literary texts to support an opinion.
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		<b>e40</b>	Use writing as a tool for learning in formats such as learning logs, laboratory reports, note-taking, journals and portfolios.
<b>LA.B 1.4.2 H</b>	Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; has an organizational pattern that provides for a logical progression of ideas; has effective use of transitional devices that contribute to a sense of completeness; has support that is substantial, specific, relevant, and concrete; demonstrates a commitment to and involvement with the subject; uses creative writing strategies as appropriate to the purposes of the paper; demonstrates a mature command of language with freshness of expression; has varied sentence structure; has few, if any, convention errors in mechanics, usage, punctuation and spelling.	<b>e12</b>	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
		<b>e14</b>	Use editing and revising skills to improve effectiveness and accuracy of drafts.
		<b>e27</b>	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.
		<b>e54</b>	Organize supporting detail in logical and convincing patterns.

**Performance Task# 02.06 Take notes, organize, summarize, and paraphrase ideas and details.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 1.4.2 H</b>	Selects and uses strategies to understand words and text, and to make and confirm inferences from what is read, including interpreting diagrams, graphs, and statistical illustrations.	<b>e50</b>	Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
		<b>e53</b>	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.
<b>LA.A 1.4.3 L</b>	Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	<b>e09</b>	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.
		<b>e30</b>	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.
		<b>e49</b>	Read for main idea first and then read for detail.
<b>LA.A 2.4.4 H</b>	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**Performance Task# 02.07 Accurately follow written and oral instructions.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 2.4.1 H</b>	Determines the main idea and identifies relevant details, methods of development, and their effectiveness in a variety of types of written materi	<b>e15</b>	Discriminate important ideas from unimportant ideas while reading.
		<b>e24</b>	Summarize, synthesize and organize information while reading.

		e46	Apply, extend, and expand on information while reading
<b>SSS Strand: Listening, Viewing and Speaking</b>		<b>Essential Work Skills</b>	
LA.C 1.4.1	L	Selects and uses appropriate listening strategies according to the intended purpose, such as solving problems, interpreting and evaluating the techniques and intent of a presentation, and taking action in career-related situations.	e25 Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
LA.C 1.4.3	L	Uses effective strategies for informal and formal discussions, including listening actively and reflectively, connecting to and building on the ideas of a previous speaker, and respecting the viewpoints of others.	e32 Make informed judgments about the content, organization, and delivery of spoken communication.  e59 Respond orally to fellow student's opinions during presentations by asking questions, asking for clarification, agreeing and /or disagreeing courteously.
		e69	Participate in a one-on-one conference by relating essential information, asking questions on the topic, and using language to clarify information.
		e70	Analyze and evaluate a speaker's statements of opinion, personal preference and values.
<b>Performance Task# 02.08 Interpret data on graphs, charts, diagrams, and tables commonly used in this industry/occupation.</b>			
<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
LA.A 1.4.2	H	Selects and uses strategies to understand words and text, and to make and confirm inferences from what is read, including interpreting diagrams, graphs, and statistical illustrations.	e50 Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
LA.A 2.4.4	H	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	e53 Apply personal or objective criteria for evaluating informational, persuasive and literary materials. e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
LA.A 2.4.7	H	Analyzes the validity and reliability of primary source information and use the information appropriately.	e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
LA.A 2.4.8	H	Synthesizes information from multiple sources to draw conclusions.	e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
LA.B 2.4.2	L	Organizes information using appropriate systems.	e12 Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
<b>SSS Strand: Listening, Viewing and Speaking</b>		<b>Essential Work Skills</b>	
LA.C 3.4.3	L	Uses details, illustrations, analogies, and visual aids to make oral presentations that inform, persuade, or entertain.	e10 Prepare and deliver individual speeches by gathering information, rehearsing, making eye contact, speaking loudly enough, delivering information in a well organized fashion, and appealing to the needs of the target audience.
<b>SSS Strand: Number Sense, Concepts and Operations</b>		<b>Essential Work Skills</b>	
MA.A 1.4.1	H	Associates verbal names, written word names, and standard numerals with integers, rational numbers, irrational numbers, real numbers, and complex numbers.	m19 Understand the definitions and properties of rational and irrational numbers.  m60 Understand the concept of the imaginary unit, i, and know how to simplify square roots involving a negative radicand.

		<b>m61</b>	Understand the concepts recurrence relations and how they are applicable to such things as compound interest and annuity.	
<b>MA.A 1.4.3</b>	<b>H</b>	Understands concrete and symbolic representations of real and complex numbers in real-world situations.	<b>m19</b>	Understand the definitions and properties of rational and irrational numbers.
			<b>m60</b>	Understand the concept of the imaginary unit, $i$ , and know how to simplify square roots involving a negative radicand.
			<b>m65</b>	Know the standard form of a complex number is expressed as $a + bi$ where $a$ and $b$ are real numbers, and represent graphically on the complex plane where the horizontal axis is the real axis and the vertical axis is the imaginary axis.
<b>MA.A 3.4.3</b>	<b>H</b>	Adds, subtracts, multiplies, and divides real numbers, including square root and exponents, using appropriate methods of computing, such as mental mathematics, paper and pencil, and calculator.	<b>m01</b>	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
			<b>m44</b>	Perform operations with radicals such as addition, subtraction, multiplication, and division of two or more irrational numbers and express as the square root of a positive integer or as the product of a rational number and the square root of a positive integer.
			<b>m62</b>	Understand the characteristics of algorithms and how they are used for finding the greatest common denominator of two numbers and the solutions of quadratic equations.
<b>MA.A 4.4.1</b>	<b>H</b>	Uses estimation strategies in complex situations to predict results and to check the reasonableness of results.		No Essential Work Skill
<b>SSS Strand: Measurement</b>			<b>Essential Work Skills</b>	
<b>MA.B 3.4.1</b>	<b>H</b>	Solves real-world and mathematical problems involving estimates of measurements, including length, time, weight/mass, temperature, money, perimeter, area, and volume, and estimates the effects of measurement errors on calculations.	<b>m33</b>	Use the technique of dimensional analysis to convert units of measure (e.g., convert km/hr to m/min) including drawing to scale and applying ratios. Understand and use various techniques for estimating, making and converting measure; and using these to perform dimensional analysis.
<b>SSS Strand: Geometry and Spatial Sense</b>			<b>Essential Work Skills</b>	
<b>MA.C 3.4.1</b>	<b>H</b>	Represents and applies geometric properties and relationships to solve real-world and mathematical problems including ratio, proportion, and properties of right triangle trigonometry.	<b>m34</b>	Know the equation for the slope of a line and compute slope given the coordinates of two points.
			<b>m52</b>	Find the solution of proportions with monomial and binomial terms (e.g., $x/(x-2) = 6/5$ , therefore, $x = 12$ ).
			<b>m57</b>	Understand the concepts of right triangle trigonometry and solve right triangles using basic trigonometric ratios (sine, cosine, tangent).
<b>MA.C 3.4.2</b>	<b>H</b>	Using a rectangle coordinate system (graph), applies and algebraically verifies properties of two- and three- dimensional figures, including distance, midpoint, slope, parallelism, and perpendicularity.	<b>m02</b>	Understand the characteristics of parallel, perpendicular and intersecting lines.
			<b>m09</b>	Know how to compute the distance between two points (i.e., length of a line segment) on a coordinate plane.
			<b>m23</b>	Know the components and properties of the rectangular coordinate system, (i.e., $x - y$ axis, origin, quadrants, abscissa ( $x$ -coordinate) and ordinate ( $y$ -coordinate), and the general representation of a point $(x,y)$ ).
			<b>m34</b>	Know the equation for the slope of a line and compute slope given the coordinates of two points.
			<b>m38</b>	Know how to compute the midpoint of a line segment between two points on a coordinate plane.

**Outcome # 03.0 USE TECHNOLOGY TO ENHANCE THE EFFECTIVENESS OF COMMUNICATION SKILLS.**

**Performance Task# 03.01 Select and use word processing software and accompanying features to enhance written business communications.**

**SSS Strand: Reading**

**Essential Work Skills**

<b>LA.A 2.4.7</b>	<b>H</b>	Analyzes the validity and reliability of primary source information and use the information appropriately.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.8</b>	<b>H</b>	Synthesizes information from multiple sources to draw conclusions.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**SSS Strand: Writing**

**Essential Work Skills**

<b>LA.B 1.4.1</b>	<b>L</b>	Selects and uses appropriate prewriting strategies, such as brainstorming, graphic organizers, and outlines.	<b>e34</b>	Use ideas from journals, class discussion and literary criticism to write a paper that expresses a personal opinion, sustains a controlling idea, or uses specific evidence from literary texts to support an opinion.
			<b>e40</b>	Use writing as a tool for learning in formats such as learning logs, laboratory reports, note-taking, journals and portfolios.

**Performance Task# 03.02 Use the writing process to create/edit business documents appropriate to the subject matter, purpose, and audience.**

**SSS Strand: Writing**

**Essential Work Skills**

<b>LA.B 1.4.1</b>	<b>L</b>	Selects and uses appropriate prewriting strategies, such as brainstorming, graphic organizers, and outlines.	<b>e34</b>	Use ideas from journals, class discussion and literary criticism to write a paper that expresses a personal opinion, sustains a controlling idea, or uses specific evidence from literary texts to support an opinion.
			<b>e40</b>	Use writing as a tool for learning in formats such as learning logs, laboratory reports, note-taking, journals and portfolios.
<b>LA.B 1.4.2</b>	<b>H</b>	Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; has an organizational pattern that provides for a logical progression of ideas; has effective use of transitional devices that contribute to a sense of completeness; has support that is substantial, specific, relevant, and concrete; demonstrates a commitment to and involvement with the subject; uses creative writing strategies as appropriate to the purposes of the paper; demonstrates a mature command of language with freshness of expression; has varied sentence structure; has few, if any, convention errors in mechanics, usage, punctuation and spelling.	<b>e12</b>	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
			<b>e14</b>	Use editing and revising skills to improve effectiveness and accuracy of drafts.
			<b>e27</b>	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.
			<b>e54</b>	Organize supporting detail in logical and convincing patterns.
<b>LA.B 1.4.3</b>	<b>L</b>	Produces final documents that have been edited for: correct spelling; correct punctuation, including commas, colons, and common use of semicolons; correct capitalization; correct sentence formation; correct instances of possessives, subject/verb agreement, instances of noun/pronoun agreement and the intentional use of fragments for effect; and correct formatting that appeals to readers, including appropriate use of a variety of graphics, tables, charts and illustrations in both standard and innovative forms.	<b>e14</b>	Use editing and revising skills to improve effectiveness and accuracy of drafts.

SSS Strand: Number Sense, Concepts and Operations		Essential Work Skills	
MA.A 4.4.1	H Uses estimation strategies in complex situations to predict results and to check the reasonableness of results.		No Essential Work Skill
SSS Strand: Algebraic Thinking		Essential Work Skills	
MA.D 1.4.1	H Describes, analyzes, and generalizes relationships, patterns, and functions using words, symbols, variables, tables, and graphs.	m40	Understand appropriate terminology used to define relations and functions and their properties (e.g., domain, range, function composition, inverses, etc.).
		m45	Know the equation of a line and interpret graphically using the slope-intercept form (i.e., $y = mx + b$ ), and the point-slope form (i.e., $y - b = m(x - a)$ ).
		m47	Know how to represent the solution set of an open sentence (e.g., $x < -1$ ) on a number line.
		m64	Know how to express a linear function (e.g., $y = 1/3x + 5$ using the functional notation $f(x) = 1/3x + 5$ , and determine the ordered pairs.
		m73	Understand inverse functions as the set of ordered pairs obtained by interchanging the first and second elements of each pair belonging to a one-on-one function. Use on on-one functions to create symmetric figures consisting of the graphs of a function and its inverse function.
SSS Strand: Data Analysis and Probability		Essential Work Skills	
MA.E 1.4.1	H Interprets data that has been collected, organized, and displayed in charts, tables, and plots.	m05	Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.
		m36	Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).
		m42	Understand the concepts and applications of quartiles (i.e., distributing groups into four equal frequencies) and percentiles (i. e., distributing individuals into one hundred groups of equal frequency).
<b>Performance Task# 03.03 Use database, spreadsheet, presentation software, scheduling, and integrated software packages to enhance communications.</b>			
SSS Strand: Writing		Essential Work Skills	
LA.B 2.4.1	L Writes text, notes, outlines, comments, and observations that demonstrate comprehension and synthesis of content, processes, and experiences from a variety of media.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
LA.B 2.4.2	L Organizes information using appropriate systems.	e12	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
SSS Strand: Number Sense, Concepts and Operations		Essential Work Skills	
MA.A 1.4.1	H Associates verbal names, written word names, and standard numerals with integers, rational numbers, irrational numbers, real numbers, and complex numbers.	m19	Understand the definitions and properties of rational and irrational numbers.
		m60	Understand the concept of the imaginary unit, $i$ , and know how to simplify square roots involving a negative radicand.
		m61	Understand the concepts recurrence relations and how they are applicable to such things as compound interest and annuity.

<b>MA.A 1.4.4 H</b>	Understands that numbers can be represented in a variety of equivalent forms, including integers, fractions, decimals, percents, scientific notation, exponents, radicals, absolute value, and logarithms.	<b>m19</b>	Understand the definitions and properties of rational and irrational numbers.
<b>Performance Task# 03.05 Use computer networks ( e.g., Internet, on-line databases, e-mail) to facilitate collaborative or individual learning and communication.</b>			
<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 2.4.4 H</b>	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>SSS Strand: The Nature of Science</b>		<b>Essential Work Skills</b>	
<b>SC.H 3.4.5 H</b>	Knows that the value of a technology may differ for different people and at different times.	<b>s116</b>	(Not Ranked) Understand the impact upon society and the environment of scientific and technological discoveries and the contributions of scientists. Understand how society may accept or reject scientific discoveries based upon need or refusal to change.
<b>Performance Task# 03.06 Respond to and utilize information derived from multiple sources (e.g., written documents, instructions, e-mail,voice mail) to solve business problems and complete business tasks.</b>			
<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
<b>LA.B 1.4.2 H</b>	Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; has an organizational pattern that provides for a logical progression of ideas; has effective use of transitional devices that contribute to a sense of completeness; has support that is substantial, specific, relevant, and concrete; demonstrates a commitment to and involvement with the subject; uses creative writing strategies as appropriate to the purposes of the paper; demonstrates a mature command of language with freshness of expression; has varied sentence structure; has few, if any, convention errors in mechanics, usage, punctuation and spelling.	<b>e12</b>	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
		<b>e14</b>	Use editing and revising skills to improve effectiveness and accuracy of drafts.
		<b>e27</b>	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.
		<b>e54</b>	Organize supporting detail in logical and convincing patterns.
<b>SSS Strand: Literature</b>		<b>Essential Work Skills</b>	
<b>LA.E 2.4.8 L</b>	Knows that people respond differently to texts based on their background knowledge, purpose, and point of view.	No Essential Work Skill	
<b>SSS Strand: Data Analysis and Probability</b>		<b>Essential Work Skills</b>	
<b>MA.E 1.4.1 H</b>	Interprets data that has been collected, organized, and displayed in charts, tables, and plots.	<b>m05</b>	Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.
		<b>m36</b>	Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).

**m42** Understand the concepts and applications of quartiles (i.e., distributing groups into four equal frequencies) and percentiles (i.e., distributing individuals into one hundred groups of equal frequency).

**Outcome # 04.0 DEVELOP AN AWARENESS OF MANAGEMENT FUNCTIONS AND ORGANIZATIONAL STRUCTURES AS THEY RELATE TO TODAY'S WORKPLACE AND EMPLOYER/EMPLOYEE ROLES.**

**Performance Task# 04.01 Explore, design, implement, and evaluate organizational structures and cultures for managing project teams.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 1.4.2</b>	<b>H</b> Selects and uses strategies to understand words and text, and to make and confirm inferences from what is read, including interpreting diagrams, graphs, and statistical illustrations.	<b>e50</b>	Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
		<b>e53</b>	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.
<b>LA.A 2.4.4</b>	<b>H</b> Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.7</b>	<b>H</b> Analyzes the validity and reliability of primary source information and use the information appropriately.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.8</b>	<b>H</b> Synthesizes information from multiple sources to draw conclusions.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**Performance Task# 04.02 Explore and demonstrate an awareness of current trends in business and the employee's role in maintaining productive business environments in today's global workplace.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 1.4.3</b>	<b>L</b> Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	<b>e09</b>	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.
		<b>e30</b>	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.
		<b>e49</b>	Read for main idea first and then read for detail.
<b>LA.A 2.4.4</b>	<b>H</b> Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.8</b>	<b>H</b> Synthesizes information from multiple sources to draw conclusions.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**Performance Task# 04.03 Collaborate with individuals and teams to complete tasks and solve business-related problems and demonstrate initiative, courtesy, loyalty, honesty, cooperation, and punctuality as a team member.**

<b>SSS Strand: Listening, Viewing and Speaking</b>		<b>Essential Work Skills</b>	
<b>L.A.C 1.4.1</b>	<b>L</b> Selects and uses appropriate listening strategies according to the intended purpose, such as solving problems, interpreting and evaluating the techniques and intent of a presentation, and taking action in career-related situations.	<b>e25</b>	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
<b>L.A.C 1.4.3</b>	<b>L</b> Uses effective strategies for informal and formal discussions, including listening actively and reflectively, connecting to and building on the ideas of a previous speaker, and respecting the viewpoints of others.	<b>e32</b>	Make informed judgments about the content, organization, and delivery of spoken communication.
		<b>e59</b>	Respond orally to fellow student's opinions during presentations by asking questions, asking for clarification, agreeing and /or disagreeing courteously.
		<b>e69</b>	Participate in a one-on-one conference by relating essential information, asking questions on the topic, and using language to clarify information.
		<b>e70</b>	Analyze and evaluate a speaker's statements of opinion, personal preference and values.
<b>L.A.C 3.4.2</b>	<b>L</b> Selects and uses a variety of speaking strategies to clarify meaning and to reflect understanding, interpretation, application, and evaluation of content processes, or experiences, including asking relevant questions when necessary, making appropriate and meaningful comments, and making insightful observations.	<b>e59</b>	Respond orally to fellow student's opinions during presentations by asking questions, asking for clarification, agreeing and /or disagreeing courteously.
		<b>e69</b>	Participate in a one-on-one conference by relating essential information, asking questions on the topic, and using language to clarify information.
<b>L.A.C 3.4.5</b>	<b>L</b> Develops and sustains a line of argument and provides appropriate support	<b>e27</b>	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.

**Outcome # 05.0 PRACTICE QUALITY PERFORMANCE IN THE LEARNING ENVIRONMENT AND THE WORKPLACE**

**Performance Task# 05.01 Assess personal, peer, and group performance and identify and implement strategies for improvement (e.g., organizational skills, note taking/outlining, advance organizers, reasoning skills, problem-solving and decision-making skills).**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>L.A.A 1.4.4</b>	<b>L</b> Applies a variety of response strategies, including rereading, note taking, summarizing, outlining, writing a formal report, and relating what is read to his or her own experiences and feelings.	<b>e34</b>	Use ideas from journals, class discussion and literary criticism to write a paper that expresses a personal opinion, sustains a controlling idea, or uses specific evidence from literary texts to support an opinion.
		<b>e35</b>	Apply the information gathered from technical texts in real-life situations.
		<b>e53</b>	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.
		<b>e60</b>	Relate situations, events, and characters in a reading selection to personal experience.
		<b>e72</b>	Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader.

		<b>e94</b>	Use response journals to jot down ideas from reading literary texts.
<b>LA.A 2.4.4</b>	<b>H</b>	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b> Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.6</b>	<b>L</b>	Selects and uses appropriate study and research skills and tools according to the type of information being gathered or organized, including almanacs, government publications, microfiche, news sources, and information services.	<b>e03</b> Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

<b>SSS Strand: Number Sense, Concepts and Operations</b>		<b>Essential Work Skills</b>	
<b>MA.A 1.4.1</b>	<b>H</b>	Associates verbal names, written word names, and standard numerals with integers, rational numbers, irrational numbers, real numbers, and complex numbers.	<b>m19</b> Understand the definitions and properties of rational and irrational numbers.
			<b>m60</b> Understand the concept of the imaginary unit, <i>i</i> , and know how to simplify square roots involving a negative radicand.
			<b>m61</b> Understand the concepts recurrence relations and how they are applicable to such things as compound interest and annuity.

<b>SSS Strand: Data Analysis and Probability</b>		<b>Essential Work Skills</b>	
<b>MA.E 1.4.1</b>	<b>H</b>	Interprets data that has been collected, organized, and displayed in charts, tables, and plots.	<b>m05</b> Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.
			<b>m36</b> Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).
			<b>m42</b> Understand the concepts and applications of quartiles (i.e., distributing groups into four equal frequencies) and percentiles (i. e., distributing individuals into one hundred groups of equal frequency).

**Performance Task# 05.02    Develop criteria for assessing products and processes that incorporate effective business practices (e.g., time management, productivity, total quality management).**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 2.4.4</b>	<b>H</b>	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b> Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.5</b>	<b>H</b>	Identifies devices of persuasion and methods of appeal and their effectiveness.	<b>e17</b> Analyze, evaluate and critique such events as current events, political campaigns, advertisements and media.

		<b>e72</b>	Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader.
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**Outcome # 06.0    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:**

**Performance Task# 06.01 Demonstrate an awareness of quality service and the personal and professional standards required to establish an effective service-based culture in the workplace, business, or learning environment.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 1.4.3</b>	<b>L</b> Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	<b>e09</b>	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.
		<b>e30</b>	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.
<b>LA.A 2.4.4</b>	<b>H</b> Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e49</b>	Read for main idea first and then read for detail.
		<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

<b>SSS Strand: Algebraic Thinking</b>		<b>Essential Work Skills</b>	
<b>MA.D 1.4.1</b>	<b>H</b> Describes, analyzes, and generalizes relationships, patterns, and functions using words, symbols, variables, tables, and graphs.	<b>m40</b>	Understand appropriate terminology used to define relations and functions and their properties (e.g., domain, range, function composition, inverses, etc.).
		<b>m45</b>	Know the equation of a line and interpret graphically using the slope-intercept form (i.e., $y = mx+b$ ), and the point-slope form (i.e., $y-b=m(x-a)$ ).
		<b>m47</b>	Know how to represent the solution set of an open sentence (e.g., $x < -1$ ) on a number line.
		<b>m64</b>	Know how to express a linear function (e.g., $y = 1/3x+5$ ) using the functional notation $f(x) = 1/3x+5$ , and determine the ordered pairs.
		<b>m73</b>	Understand inverse functions as the set of ordered pairs obtained by interchanging the first and second elements of each pair belonging to a one-on-one function. Use on one-on-one functions to create symmetric figures consisting of the graphs of a function and its inverse function.

<b>SSS Strand: Data Analysis and Probability</b>		<b>Essential Work Skills</b>	
<b>MA.E 1.4.1</b>	<b>H</b> Interprets data that has been collected, organized, and displayed in charts, tables, and plots.	<b>m05</b>	Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.
		<b>m36</b>	Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).
		<b>m42</b>	Understand the concepts and applications of quartiles (i.e., distributing groups into four equal frequencies) and percentiles (i. e., distributing individuals into one hundred groups of equal frequency).

**Performance Task# 06.02 Identify, analyze, and implement managerial skills necessary for maintaining a high quality work environment, goals, and strategic planning in business settings.**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 1.4.3</b>	<b>L</b> Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	<b>e09</b>	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.

		<b>e30</b>	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.
		<b>e49</b>	Read for main idea first and then read for detail.
<b>L.A.A 2.4.4</b>	<b>H</b>		Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.
		<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>L.A.A 2.4.8</b>	<b>H</b>		Synthesizes information from multiple sources to draw conclusions.
		<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**Performance Task# 06.03 Follow accepted rules, regulations, policies, procedures, processes, and workplace safety.**

<b>SSS Strand: Reading</b>	<b>Essential Work Skills</b>
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<b>L.A.A 1.4.3</b>	<b>L</b>	Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	<b>e09</b>	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.
			<b>e30</b>	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.
			<b>e49</b>	Read for main idea first and then read for detail.
<b>L.A.A 2.4.4</b>	<b>H</b>	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>L.A.A 2.4.6</b>	<b>L</b>	Selects and uses appropriate study and research skills and tools according to the type of information being gathered or organized, including almanacs, government publications, microfiche, news sources, and information services.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**Outcome # 07.0 APPLY MATHEMATICAL OPERATIONS AND PROCESSES AS WELL AS FINANCIAL PLANNING STRATEGIES TO COMMONLY OCCURRING SITUATIONS IN THE WORKPLACE AND TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—THE STUDENT WILL BE ABLE TO:**

**Performance Task# 07.01 Analyze, interpret, compile and demonstrate the ability to present/communicate data in understandable and measurable terms using common statistical procedures.**

<b>SSS Strand: Reading</b>	<b>Essential Work Skills</b>
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<b>L.A.A 1.4.3</b>	<b>L</b>	Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	<b>e09</b>	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.
			<b>e30</b>	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.
			<b>e49</b>	Read for main idea first and then read for detail.

<b>LA.A 2.4.4 H</b>	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>SSS Strand: Number Sense, Concepts and Operations</b>		<b>Essential Work Skills</b>	
<b>MA.A 3.4.1 H</b>	Understands and explains the effects of addition, subtraction, multiplication and division on real numbers, including square roots, exponents, and appropriate inverse relationships.	<b>m01</b>	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
		<b>m24</b>	Understand the basic properties and laws of exponents and scientific notation.
		<b>m44</b>	Perform operations with radicals such as addition, subtraction, multiplication, and division of two or more irrational numbers and express as the square root of a positive integer or as the product of a rational number and the square root of a positive integer.
		<b>m62</b>	Understand the characteristics of algorithms and how they are used for finding the greatest common denominator of two numbers and the solutions of quadratic equations.
<b>MA.A 4.4.1 H</b>	Uses estimation strategies in complex situations to predict results and to check the reasonableness of results.	<b>m68</b>	Apply arithmetic methods for obtaining a rational approximation of an irrational number (e.g., radical).
			No Essential Work Skill
<b>SSS Strand: Measurement</b>		<b>Essential Work Skills</b>	
<b>MA.B 1.4.3 H</b>	Relates the concepts of measurement to similarity and proportionality in real-world situations.	<b>m52</b>	Find the solution of proportions with monomial and binomial terms (e.g., $x/(x-2) = 6/5$ , therefore, $x = 12$ ).
<b>MA.B 2.4.1 H</b>	Selects and uses direct (measured) or indirect (not measured) methods of measurement as appropriate.	<b>m33</b>	Use the technique of dimensional analysis to convert units of measure (e.g., convert km/hr to m/min) including drawing to scale and applying ratios. Understand and use various techniques for estimating, making and converting measure; and using these to perform dimensional analysis.
		<b>m50</b>	Use the process of integration (i.e., anti-derivatives) to determine areas, volumes, and distances.
		<b>m57</b>	Understand the concepts of right triangle trigonometry and solve right triangles using basic trigonometric ratios (sine, cosine, tangent).
<b>SSS Strand: Algebraic Thinking</b>		<b>Essential Work Skills</b>	
<b>MA.D 1.4.1 H</b>	Describes, analyzes, and generalizes relationships, patterns, and functions using words, symbols, variables, tables, and graphs.	<b>m40</b>	Understand appropriate terminology used to define relations and functions and their properties (e.g., domain, range, function composition, inverses, etc.).
		<b>m45</b>	Know the equation of a line and interpret graphically using the slope-intercept form (i.e., $y = mx+b$ ), and the point-slope form (i.e., $y-b=m(x-a)$ ).
		<b>m47</b>	Know how to represent the solution set of an open sentence (e.g., $x < -1$ ) on a number line.
		<b>m64</b>	Know how to express a linear function (e.g., $y = 1/3x+5$ using the functional notation $f(x) = 1/3x+5$ , and determine the ordered pairs.
		<b>m73</b>	Understand inverse functions as the set of ordered pairs obtained by interchanging the first and second elements of each pair belonging to a one-on-one function. Use on on-one functions to create symmetric figures consisting of the graphs of a function and its inverse function.
<b>MA.D 1.4.2 H</b>	Determines the impact when changing parameters of given functions.	<b>m48</b>	Understand the concepts and apply the uses of functions and limits (i.e., conduct limiting processes using functions to investigate infinite series and sequences).
<b>SSS Strand: Data Analysis and Probability</b>		<b>Essential Work Skills</b>	

<b>MA.E 1.4.1</b>	<b>H</b>	Interprets data that has been collected, organized, and displayed in charts, tables, and plots.	<b>m05</b>	Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.
			<b>m36</b>	Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).
			<b>m42</b>	Understand the concepts and applications of quartiles (i.e., distributing groups into four equal frequencies) and percentiles (i. e., distributing individuals into one hundred groups of equal frequency).
<b>MA.E 1.4.2</b>	<b>H</b>	Calculates measures of central tendency (mean, median, and mode) and dispersion (range, standard deviation, and variance) for complex sets of data and determines the most meaningful measure to describe the data.	<b>m36</b>	Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).
			<b>m42</b>	Understand the concepts and applications of quartiles (i.e., distributing groups into four equal frequencies) and percentiles (i. e., distributing individuals into one hundred groups of equal frequency).
<b>MA.E 3.4.2</b>	<b>H</b>	Explains the limitations of using statistical techniques and data in making inferences and valid arguments.	<b>m36</b>	Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).
			<b>m42</b>	Understand the concepts and applications of quartiles (i.e., distributing groups into four equal frequencies) and percentiles (i. e., distributing individuals into one hundred groups of equal frequency).

**Performance Task# 07.02 Use common standards of measurement including the metric system in solving work-related or business problems (e.g., length, weight, currency, time)**

**SSS Strand: Measurement**

**Essential Work Skills**

<b>MA.B 3.4.1</b>	<b>H</b>	Solves real-world and mathematical problems involving estimates of measurements, including length, time, weight/mass, temperature, money, perimeter, area, and volume, and estimates the effects of measurement errors on calculations.	<b>m33</b>	Use the technique of dimensional analysis to convert units of measure (e.g., convert km/hr to m/min) including drawing to scale and applying ratios. Understand and use various techniques for estimating, making and converting measure; and using these to perform dimensional analysis.
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**Performance Task# 07.03 Select and use the correct mathematical processes and tools to solve complex problem settings and use formulas when appropriate.**

**SSS Strand: Number Sense, Concepts and Operations**

**Essential Work Skills**

<b>MA.A 3.4.3</b>	<b>H</b>	Adds, subtracts, multiplies, and divides real numbers, including square roots and exponents, using appropriate methods of computing, such as mental mathematics, paper and pencil, and calculator.	<b>m01</b>	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
			<b>m44</b>	Perform operations with radicals such as addition, subtraction, multiplication, and division of two or more irrational numbers and express as the square root of a positive integer or as the product of a rational number and the square root of a positive integer.
			<b>m62</b>	Understand the characteristics of algorithms and how they are used for finding the greatest common denominator of two numbers and the solutions of quadratic equations.

**SSS Strand: Economics**

**Essential Work Skills**

<b>SS.D 1.4.1</b>	<b>L</b>	Understands how many financial and nonfinancial factors (e.g., cultural traditions, profit, and risk) motivate consumers, producers, workers, savers and investors to allocate their scarce resources differently.	No Essential Work Skill
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<b>SS.D 2.4.2</b>	<b>L</b>	Understands how price and quantity demanded relate, how price and quantity supplied relate, and how price changes or controls affect distribution and allocation in the economy.	No Essential Work Skill
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**Outcome # 08.0 ASSESS PERSONAL STRENGTHS AND WEAKNESSES AS THEY RELATE TO JOB OBJECTIVES, CAREER EXPLORATION, PERSONAL DEVELOPMENT, AND LIFE GOALS—THE STUDENT WILL BE ABLE TO:**

**Performance Task# 08.01 Assess, analyze and reassess individual talents, aptitudes, interests, and personal characteristics as they relate to potential future careers in business environments.**

<b>SSS Strand: Algebraic Thinking</b>		<b>Essential Work Skills</b>	
<b>MA.D 1.4.1</b>	<b>H</b>	Describes, analyzes, and generalizes relationships, patterns, and functions using words, symbols, variables, tables, and graphs.	<b>m40</b> Understand appropriate terminology used to define relations and functions and their properties (e.g., domain, range, function composition, inverses, etc.).
			<b>m45</b> Know the equation of a line and interpret graphically using the slope-intercept form (i.e., $y = mx + b$ ), and the point-slope form (i.e., $y - b = m(x - a)$ ).
			<b>m47</b> Know how to represent the solution set of an open sentence (e.g., $x < -1$ ) on a number line.
			<b>m64</b> Know how to express a linear function (e.g., $y = 1/3x + 5$ ) using the functional notation $f(x) = 1/3x + 5$ , and determine the ordered pairs.
			<b>m73</b> Understand inverse functions as the set of ordered pairs obtained by interchanging the first and second elements of each pair belonging to a one-on-one function. Use on on-one functions to create symmetric figures consisting of the graphs of a function and its inverse function.

<b>SSS Strand: Data Analysis and Probability</b>		<b>Essential Work Skills</b>	
<b>MA.E 1.4.1</b>	<b>H</b>	Interprets data that has been collected, organized, and displayed in charts, tables, and plots.	<b>m05</b> Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.
			<b>m36</b> Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).
			<b>m42</b> Understand the concepts and applications of quartiles (i.e., distributing groups into four equal frequencies) and percentiles (i. e., distributing individuals into one hundred groups of equal frequency).

**Performance Task# 08.02 Use personal assessment tools to identify personal strengths and weaknesses related to learning and work environments.**

<b>SSS Strand: Algebraic Thinking</b>		<b>Essential Work Skills</b>	
<b>MA.D 1.4.1</b>	<b>H</b>	Describes, analyzes, and generalizes relationships, patterns, and functions using words, symbols, variables, tables, and graphs.	<b>m40</b> Understand appropriate terminology used to define relations and functions and their properties (e.g., domain, range, function composition, inverses, etc.).

	<b>m45</b>	Know the equation of a line and interpret graphically using the slope-intercept form (i.e., $y = mx+b$ ), and the point-slope form (i.e., $y-b=m(x-a)$ ).
	<b>m47</b>	Know how to represent the solution set of an open sentence (e.g., $x < -1$ ) on a number line.
	<b>m64</b>	Know how to express a linear function (e.g., $y = 1/3x+5$ ) using the functional notation $f(x) = 1/3x+5$ , and determine the ordered pairs.
	<b>m73</b>	Understand inverse functions as the set of ordered pairs obtained by interchanging the first and second elements of each pair belonging to a one-on-one function. Use on one-on-one functions to create symmetric figures consisting of the graphs of a function and its inverse function.

<b>SSS Strand: Data Analysis and Probability</b>	<b>Essential Work Skills</b>
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<b>MA.E 1.4.1 H</b> Interprets data that has been collected, organized, and displayed in charts, tables, and plots.	<b>m05</b>	Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.
	<b>m36</b>	Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).
	<b>m42</b>	Understand the concepts and applications of quartiles (i.e., distributing groups into four equal frequencies) and percentiles (i. e., distributing individuals into one hundred groups of equal frequency).

<b>Performance Task# 08.03 Analyze job and career requirements and relate career interests to opportunities in the global economy.</b>
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<b>SSS Strand: Algebraic Thinking</b>	<b>Essential Work Skills</b>
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<b>MA.D 1.4.1 H</b> Describes, analyzes, and generalizes relationships, patterns, and functions using words, symbols, variables, tables, and graphs.	<b>m40</b>	Understand appropriate terminology used to define relations and functions and their properties (e.g., domain, range, function composition, inverses, etc.).
	<b>m45</b>	Know the equation of a line and interpret graphically using the slope-intercept form (i.e., $y = mx+b$ ), and the point-slope form (i.e., $y-b=m(x-a)$ ).
	<b>m47</b>	Know how to represent the solution set of an open sentence (e.g., $x < -1$ ) on a number line.
	<b>m64</b>	Know how to express a linear function (e.g., $y = 1/3x+5$ ) using the functional notation $f(x) = 1/3x+5$ , and determine the ordered pairs.
	<b>m73</b>	Understand inverse functions as the set of ordered pairs obtained by interchanging the first and second elements of each pair belonging to a one-on-one function. Use on one-on-one functions to create symmetric figures consisting of the graphs of a function and its inverse function.

<b>SSS Strand: Data Analysis and Probability</b>	<b>Essential Work Skills</b>
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<b>MA.E 1.4.1 H</b> Interprets data that has been collected, organized, and displayed in charts, tables, and plots.	<b>m05</b>	Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.
	<b>m36</b>	Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).

**m42** Understand the concepts and applications of quartiles (i.e., distributing groups into four equal frequencies) and percentiles (i.e., distributing individuals into one hundred groups of equal frequency).

**Outcome # 09.0 INCORPORATE KNOWLEDGE GAINED FROM INDIVIDUAL ASSESSMENT AND JOB/CAREER EXPLORATION TO DESIGN AN INDIVIDUAL CAREER PLAN THAT REFLECTS THE TRANSITION FROM SCHOOL TO WORK, LIFELONG LEARNING, AND PERSONAL AND PROFESSIONAL GOALS. EXPERIENCE WORK-BASED LEARNIN**

**Performance Task# 09.01 Analyze personal skills and aptitudes in comparison with various business related job and career options.**

**SSS Strand: Reading**

**Essential Work Skills**

**LA.A 2.4.7 H** Analyzes the validity and reliability of primary source information and use the information appropriately. **e03** Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**LA.A 2.4.8 H** Synthesizes information from multiple sources to draw conclusions. **e03** Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**SSS Strand: Data Analysis and Probability**

**Essential Work Skills**

**MA.E 1.4.1 H** Interprets data that has been collected, organized, and displayed in charts, tables, and plots. **m05** Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.

**m36** Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).

**m42** Understand the concepts and applications of quartiles (i.e., distributing groups into four equal frequencies) and percentiles (i.e., distributing individuals into one hundred groups of equal frequency).

**Performance Task# 09.02 Use career resources to develop an information base that reflects local and global business related occupations and opportunities for continuing education and workplace experience.**

**SSS Strand: Reading**

**Essential Work Skills**

**LA.A 2.4.4 H** Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement. **e03** Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**SSS Strand: Data Analysis and Probability**

**Essential Work Skills**

**MA.E 1.4.1 H** Interprets data that has been collected, organized, and displayed in charts, tables, and plots. **m05** Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.

**m36** Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).

**m42** Understand the concepts and applications of quartiles (i.e., distributing groups into four equal frequencies) and percentiles (i.e., distributing individuals into one hundred groups of equal frequency).

**Performance Task# 09.03 Demonstrate job-seeking skills required for entry-level employment (e.g., resume, application, interview, follow up).**

**SSS Strand: Writing**

**Essential Work Skills**

**LA.B 1.4.2 H** Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; has an organizational pattern that provides for a logical progression of ideas; has effective use of transitional devices that contribute to a sense of completeness; has support that is substantial, specific, relevant, and concrete; demonstrates a commitment to and involvement with the subject; uses creative writing strategies as appropriate to the purposes of the paper; demonstrates a mature command of language with freshness of expression; has varied sentence structure; has few, if any, convention errors in mechanics, usage, punctuation and spelling.

**e12** Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.

**e14** Use editing and revising skills to improve effectiveness and accuracy of drafts.

**e27** Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.

**e54** Organize supporting detail in logical and convincing patterns.

**SSS Strand: Listening, Viewing and Speaking**

**Essential Work Skills**

**LA.C 3.4.4 L** Applies oral communication skills to interviews, group presentations, formal presentations, and impromptu situations.

**e10** Prepare and deliver individual speeches by gathering information, rehearsing, making eye contact, speaking loudly enough, delivering information in a well organized fashion, and appealing to the needs of the target audience.

**Performance Task# 09.04 Design, initiate, refine, and implement a plan to facilitate personal growth and skill development related to anticipated job requirements and career expectations.**

**SSS Strand: Reading**

**Essential Work Skills**

**LA.A 2.4.6 L** Selects and uses appropriate study and research skills and tools according to the type of information being gathered or organized, including almanacs, government publications, microfiche, news sources, and information services.

**e03** Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**LA.A 2.4.7 H** Analyzes the validity and reliability of primary source information and use the information appropriately.

**e03** Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**Performance Task# 09.06 Demonstrate an awareness of specific job requirements and career paths (e.g., requirements, characteristics needed) in business environments.**

SSS Strand: Reading		Essential Work Skills	
LA.A 1.4.3	L Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	e09	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.
		e30	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.
LA.A 2.4.4	H Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
LA.A 2.4.6	L Selects and uses appropriate study and research skills and tools according to the type of information being gathered or organized, including almanacs, government publications, microfiche, news sources, and information services.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: Algebraic Thinking		Essential Work Skills	
MA.D 1.4.1	H Describes, analyzes, and generalizes relationships, patterns, and functions using words, symbols, variables, tables, and graphs.	m40	Understand appropriate terminology used to define relations and functions and their properties (e.g., domain, range, function composition, inverses, etc.).
		m45	Know the equation of a line and interpret graphically using the slope-intercept form (i.e., $y = mx + b$ ), and the point-slope form (i.e., $y - b = m(x - a)$ ).
		m47	Know how to represent the solution set of an open sentence (e.g., $x < -1$ ) on a number line.
		m64	Know how to express a linear function (e.g., $y = 1/3x + 5$ ) using the functional notation $f(x) = 1/3x + 5$ , and determine the ordered pairs.
		m73	Understand inverse functions as the set of ordered pairs obtained by interchanging the first and second elements of each pair belonging to a one-on-one function. Use on one-on-one functions to create symmetric figures consisting of the graphs of a function and its inverse function.

SSS Strand: Data Analysis and Probability		Essential Work Skills	
MA.E 1.4.1	H Interprets data that has been collected, organized, and displayed in charts, tables, and plots.	m05	Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.
		m36	Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).
		m42	Understand the concepts and applications of quartiles (i.e., distributing groups into four equal frequencies) and percentiles (i.e., distributing individuals into one hundred groups of equal frequency).

**Performance Task# 09.07 Demonstrate an awareness of the potential impact of local and global trends on career plans and life goals.**

SSS Strand: Reading		Essential Work Skills	
LA.A 1.4.3	L Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	e09	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.

		<b>e30</b>	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.
		<b>e49</b>	Read for main idea first and then read for detail.
<b>L.A.A 2.4.4</b>	<b>H</b> Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>L.A.A 2.4.6</b>	<b>L</b> Selects and uses appropriate study and research skills and tools according to the type of information being gathered or organized, including almanacs, government publications, microfiche, news sources, and information services.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
<b>L.A.B 2.4.1</b>	<b>L</b> Writes text, notes, outlines, comments, and observations that demonstrate comprehension and synthesis of content, processes, and experiences from a variety of media.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>SSS Strand: Algebraic Thinking</b>		<b>Essential Work Skills</b>	
<b>MA.D 1.4.1</b>	<b>H</b> Describes, analyzes, and generalizes relationships, patterns, and functions using words, symbols, variables, tables, and graphs.	<b>m40</b>	Understand appropriate terminology used to define relations and functions and their properties (e.g., domain, range, function composition, inverses, etc.).
		<b>m45</b>	Know the equation of a line and interpret graphically using the slope-intercept form (i.e., $y = mx + b$ ), and the point-slope form (i.e., $y - b = m(x - a)$ ).
		<b>m47</b>	Know how to represent the solution set of an open sentence (e.g., $x < -1$ ) on a number line.
		<b>m64</b>	Know how to express a linear function (e.g., $y = 1/3x + 5$ ) using the functional notation $f(x) = 1/3x + 5$ , and determine the ordered pairs.
		<b>m73</b>	Understand inverse functions as the set of ordered pairs obtained by interchanging the first and second elements of each pair belonging to a one-on-one function. Use on one-on-one functions to create symmetric figures consisting of the graphs of a function and its inverse function.
<b>SSS Strand: Data Analysis and Probability</b>		<b>Essential Work Skills</b>	
<b>MA.E 1.4.1</b>	<b>H</b> Interprets data that has been collected, organized, and displayed in charts, tables, and plots.	<b>m05</b>	Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.
		<b>m36</b>	Understand the characteristics of measures of dispersion (i.e., range, mean deviation, variance, and standard deviation).
		<b>m42</b>	Understand the concepts and applications of quartiles (i.e., distributing groups into four equal frequencies) and percentiles (i.e., distributing individuals into one hundred groups of equal frequency).
<b>MA.E 3.4.1</b>	<b>H</b> Designs and performs real-world statistical experiments that involve more than one variable, then analyzes results and reports findings.	<b>m05</b>	Understand the best procedures for statistical data collection, organization, and display including making estimates and predictions and drawing inferences.
<b>Outcome # 10.0 DEMONSTRATE PERSONAL AND INTERPERSONAL SKILLS APPROPRIATE FOR THE WORKPLACE—THE STUDENT WILL BE ABLE TO:</b>			

**Performance Task# 10.01 Accept constructive criticism**

<b>SSS Strand: Listening, Viewing and Speaking</b>		<b>Essential Work Skills</b>	
<b>LA.C 1.4.1</b>	<b>L</b> Selects and uses appropriate listening strategies according to the intended purpose, such as solving problems, interpreting and evaluating the techniques and intent of a presentation, and taking action in career-related situations.	<b>e25</b>	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
<b>LA.C 1.4.3</b>	<b>L</b> Uses effective strategies for informal and formal discussions, including listening actively and reflectively, connecting to and building on the ideas of a previous speaker, and respecting the viewpoints of others.	<b>e32</b>	Make informed judgments about the content, organization, and delivery of spoken communication.
		<b>e59</b>	Respond orally to fellow student's opinions during presentations by asking questions, asking for clarification, agreeing and /or disagreeing courteously.
		<b>e69</b>	Participate in a one-on-one conference by relating essential information, asking questions on the topic, and using language to clarify information.
		<b>e70</b>	Analyze and evaluate a speaker's statements of opinion, personal preference and values.
<b>LA.C 2.4.2</b>	<b>L</b> Understands factors that influence the effectiveness of nonverbal cues used in nonprint media, such as the viewer's past experiences and preferences, and the context in which the cues are presented.	<b>e63</b>	Interpret non-verbal cues such as body language and visual aids.
<b>LA.C 3.4.5</b>	<b>L</b> Develops and sustains a line of argument and provides appropriate support	<b>e27</b>	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.

**Performance Task# 10.02 Apply appropriate strategies to manage and resolve conflict in work situations**

<b>SSS Strand: Language</b>		<b>Essential Work Skills</b>	
<b>LA.D 1.4.2</b>	<b>L</b> Makes appropriate adjustments in language use for social, academic, and life situations, demonstrating sensitivity to gender and cultural bias.	<b>e27</b>	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.

**Performance Task# 10.03 Demonstrate personal and interpersonal skills appropriate for the workplace (e.g., responsibility, dependability, punctuality, integrity, positive attitude, initiative, and respect for self and others, professional dress, etc.).**

<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 1.4.3</b>	<b>L</b> Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	<b>e09</b>	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.
		<b>e30</b>	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.
		<b>e49</b>	Read for main idea first and then read for detail.
<b>LA.A 2.4.4</b>	<b>H</b> Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

<b>LA.A 2.4.8</b>	<b>H</b>	Synthesizes information from multiple sources to draw conclusions.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
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**Outcome # 13.0    PERFORM OFFICE FUNCTIONS AND RESPONSIBILITIES TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—THE STUDENT WILL BE ABLE TO:**

**Performance Task# 13.02    Demonstrate knowledge of ethical behavior in a business environment (e.g., confidentiality of information, employee right to know, hiring practices, plagiarism, copyright violations, sexual harassment, mission statement, code of ethics, etc.).**

**SSS Strand: Reading**

**Essential Work Skills**

<b>LA.A 1.4.3</b>	<b>L</b>	Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	<b>e09</b>	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.
			<b>e30</b>	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.
			<b>e49</b>	Read for main idea first and then read for detail.
<b>LA.A 2.4.4</b>	<b>H</b>	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.6</b>	<b>L</b>	Selects and uses appropriate study and research skills and tools according to the type of information being gathered or organized, including almanacs, government publications, microfiche, news sources, and information services.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**SSS Strand: Listening, Viewing and Speaking**

**Essential Work Skills**

<b>LA.C 1.4.1</b>	<b>L</b>	Selects and uses appropriate listening strategies according to the intended purpose, such as solving problems, interpreting and evaluating the techniques and intent of a presentation, and taking action in career-related situations.	<b>e25</b>	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
<b>LA.C 3.4.5</b>	<b>L</b>	Develops and sustains a line of argument and provides appropriate support	<b>e27</b>	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.

**Outcome # 41.0    PERFORM E-MAIL ACTIVITIES**

**Performance Task# 41.01    Describe e-mail capabilities and functions.**

**SSS Strand: Reading**

**Essential Work Skills**

<b>LA.A 1.4.3</b>	<b>L</b>	Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	<b>e09</b>	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.
			<b>e30</b>	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.

		<b>e49</b>	Read for main idea first and then read for detail.
<b>LA.A 2.4.4 H</b>	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
<b>LA.B 1.4.3 L</b>	Produces final documents that have been edited for: correct spelling; correct punctuation, including commas, colons, and common use of semicolons; correct capitalization; correct sentence formation; correct instances of possessives, subject/verb agreement, instances of noun/pronoun agreement and the intentional use of fragments for effect; and correct formatting that appeals to readers, including appropriate use of a variety of graphics, tables, charts and illustrations in both standard and innovative forms.	<b>e14</b>	Use editing and revising skills to improve effectiveness and accuracy of drafts.
<b>SSS Strand: The Nature of Science</b>		<b>Essential Work Skills</b>	
<b>SC.H 3.4.5 H</b>	Knows that the value of a technology may differ for different people and at different times.	<b>s116</b>	(Not Ranked) Understand the impact upon society and the environment of scientific and technological discoveries and the contributions of scientists. Understand how society may accept or reject scientific discoveries based upon need or refusal to change.
<b>Performance Task# 41.09 Use the Internet to perform e-mail activities.</b>			
<b>SSS Strand: Writing</b>		<b>Essential Work Skills</b>	
<b>LA.B 1.4.1 L</b>	Selects and uses appropriate prewriting strategies, such as brainstorming, graphic organizers, and outlines.	<b>e34</b>	Use ideas from journals, class discussion and literary criticism to write a paper that expresses a personal opinion, sustains a controlling idea, or uses specific evidence from literary texts to support an opinion.
		<b>e40</b>	Use writing as a tool for learning in formats such as learning logs, laboratory reports, note-taking, journals and portfolios.
<b>LA.B 2.4.3 L</b>	Writes fluently for a variety of occasions, audiences, and purposes, making appropriate choices regarding style, tone, level of detail, and organization.	<b>e22</b>	Understand and produce a variety of informative format such as business letters, memos, reports, news articles, brochures, proposals and critiques.
		<b>e50</b>	Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
<b>Outcome # 42.0 DEMONSTRATE OPERATING SYSTEMS</b>			
<b>Performance Task# 42.01 Identify operating system file naming conventions.</b>			
<b>SSS Strand: Reading</b>		<b>Essential Work Skills</b>	
<b>LA.A 1.4.3 L</b>	Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	<b>e09</b>	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.
		<b>e30</b>	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.

		e49	Read for main idea first and then read for detail.
LA.A 1.4.4	L Applies a variety of response strategies, including rereading, note taking, summarizing, outlining, writing a formal report, and relating what is read to his or her own experiences and feelings.	e34	Use ideas from journals, class discussion and literary criticism to write a paper that expresses a personal opinion, sustains a controlling idea, or uses specific evidence from literary texts to support an opinion.
		e35	Apply the information gathered from technical texts in real-life situations.
		e53	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.
		e60	Relate situations, events, and characters in a reading selection to personal experience.
		e72	Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader.
		e94	Use response journals to jot down ideas from reading literary texts.
LA.A 2.4.4	H Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
LA.A 2.4.6	L Selects and uses appropriate study and research skills and tools according to the type of information being gathered or organized, including almanacs, government publications, microfiche, news sources, and information services.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**Performance Task# 42.10 Demonstrate proficiency with file management and structure (e.g., folder creation, file creation, backup, copy, delete, open, save.).**

**SSS Strand: Reading**

**Essential Work Skills**

LA.A 2.4.6	L Selects and uses appropriate study and research skills and tools according to the type of information being gathered or organized, including almanacs, government publications, microfiche, news sources, and information services.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
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**Performance Task# 42.12 Demonstrate a working knowledge of standard file formats.**

**SSS Strand: Reading**

**Essential Work Skills**

LA.A 2.4.6	L Selects and uses appropriate study and research skills and tools according to the type of information being gathered or organized, including almanacs, government publications, microfiche, news sources, and information services.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
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**Performance Task# 42.14 Explain the history and purpose of various operating systems (e.g., DOS, Windows, Mac and Unix/Linux).**

**SSS Strand: Reading**

**Essential Work Skills**

LA.A 2.4.4	H Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
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SSS Strand: Writing		Essential Work Skills	
<b>LA.B 1.4.2</b>	<b>H</b> Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; has an organizational pattern that provides for a logical progression of ideas; has effective use of transitional devices that contribute to a sense of completeness; has support that is substantial, specific, relevant, and concrete; demonstrates a commitment to and involvement with the subject; uses creative writing strategies as appropriate to the purposes of the paper; demonstrates a mature command of language with freshness of expression; has varied sentence structure; has few, if any, convention errors in mechanics, usage, punctuation and spelling.	<b>e12</b>	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
		<b>e14</b>	Use editing and revising skills to improve effectiveness and accuracy of drafts.
		<b>e27</b>	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.
<b>LA.B 2.4.1</b>	<b>L</b> Writes text, notes, outlines, comments, and observations that demonstrate comprehension and synthesis of content, processes, and experiences from a variety of media.	<b>e54</b>	Organize supporting detail in logical and convincing patterns.
		<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

**Outcome # 67.0 DEVELOP AN AWARENESS OF EMERGING TECHNOLOGIES.**

**Performance Task# 67.01 Compare and contrast various methods of evaluation for emerging technologies.**

SSS Strand: Reading		Essential Work Skills	
<b>LA.A 2.4.4</b>	<b>H</b> Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.8</b>	<b>H</b> Synthesizes information from multiple sources to draw conclusions.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: The Nature of Science		Essential Work Skills	
<b>SC.H 3.4.5</b>	<b>H</b> Knows that the value of a technology may differ for different people and at different times.	<b>s116</b>	(Not Ranked) Understand the impact upon society and the environment of scientific and technological discoveries and the contributions of scientists. Understand how society may accept or reject scientific discoveries based upon need or refusal to change.

**Performance Task# 67.02 Demonstrate knowledge of the process of planning upgrades and changeovers.**

SSS Strand: Reading		Essential Work Skills	
<b>LA.A 2.4.4</b>	<b>H</b> Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

<b>LA.A 2.4.8</b>	<b>H</b>	Synthesizes information from multiple sources to draw conclusions.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>SSS Strand: Writing</b>			<b>Essential Work Skills</b>	
<b>LA.B 2.4.1</b>	<b>L</b>	Writes text, notes, outlines, comments, and observations that demonstrate comprehension and synthesis of content, processes, and experiences from a variety of media.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>SSS Strand: The Nature of Science</b>			<b>Essential Work Skills</b>	
<b>SC.H 3.4.5</b>	<b>H</b>	Knows that the value of a technology may differ for different people and at different times.	<b>s116</b>	(Not Ranked) Understand the impact upon society and the environment of scientific and technological discoveries and the contributions of scientists. Understand how society may accept or reject scientific discoveries based upon need or refusal to change.
<b>Performance Task# 67.03 Compare and contrast emerging technologies.</b>				
<b>SSS Strand: Reading</b>			<b>Essential Work Skills</b>	
<b>LA.A 1.4.4</b>	<b>L</b>	Applies a variety of response strategies, including rereading, note taking, summarizing, outlining, writing a formal report, and relating what is read to his or her own experiences and feelings.	<b>e34</b>	Use ideas from journals, class discussion and literary criticism to write a paper that expresses a personal opinion, sustains a controlling idea, or uses specific evidence from literary texts to support an opinion.
			<b>e35</b>	Apply the information gathered from technical texts in real-life situations.
			<b>e53</b>	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.
			<b>e60</b>	Relate situations, events, and characters in a reading selection to personal experience.
			<b>e72</b>	Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader.
			<b>e94</b>	Use response journals to jot down ideas from reading literary texts.
<b>LA.A 2.4.4</b>	<b>H</b>	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>LA.A 2.4.8</b>	<b>H</b>	Synthesizes information from multiple sources to draw conclusions.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>SSS Strand: Writing</b>			<b>Essential Work Skills</b>	
<b>LA.B 2.4.1</b>	<b>L</b>	Writes text, notes, outlines, comments, and observations that demonstrate comprehension and synthesis of content, processes, and experiences from a variety of media.	<b>e03</b>	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
<b>SSS Strand: The Nature of Science</b>			<b>Essential Work Skills</b>	
<b>SC.H 3.4.5</b>	<b>H</b>	Knows that the value of a technology may differ for different people and at different times.	<b>s116</b>	(Not Ranked) Understand the impact upon society and the environment of scientific and technological discoveries and the contributions of scientists. Understand how society may accept or reject scientific discoveries based upon need or refusal to change.

**- End of File -**