Pennsylvania DEPARTMENT OF EDUCATION

Administrative Assistant and Secretarial Science, General, Classification of Instructional Program (CIP) 52.0401

Units of Instruction and Task Grid Linked to Pennsylvania Core Standards

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
100. RESERVED.				
101 RESERVED 102 RESERVED 103 RESERVED	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core**	**KEY IDEAS/DETAILS** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc.	**TEXT TYPES AND PURPOSE** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by	

	Standards Booklet if you wish to add more Pathways for your local geographic area.	**Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 11-12** **Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding.	planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.5.9-10.I &** **Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	

		RANGE OF READING GRADES 9-10-11-12 **Standard CC.3.5.9-10.J** **Standard CC.3.5.11-12.J** By the end of grades 9-10, AND 11-12, read and comprehend technical texts independently and proficiently.	

200.	COMPUTER AND INTERNET.			
201	Identify different types of computers, and how individual computers relate to networks.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6	**KEY IDEAS/DETAILS GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text.	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**.	
202	Differentiate between operating systems and applications software.			
203	Identify the functions of computer hardware, software, and peripheral devices in the Information Processing Cycle.	**PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3		
204	Utilize the internet and network resources safely, legally, and ethically.	**B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5		
205	Assess, interpret, and manipulate internet research.	**C. General Management Career Pathway** **1-2-3-4-5-6-7-8**		
206	Import and export data into multiple applications.	**NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**		

INTEGRATE KNOWLEDGE & IDEAS
GRADES 9-10
Standard CC.3.5.9-10.G
Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart).
Standard CC.3.5.9-10. H
Assess the reasoning in a text to support the author's claim for solving a technical problem.
Standard CC.3.5.9-10. I
Compare and contrast findings presented in a text to those from other sources, etc.

INTEGRATE KNOWLEDGE & IDEAS
GRADES 11-12
Standard CC.3.5.11-12. G
Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem.
Standard CC.3.5.11-12. H
Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible.
Standard CC.3.5.11-12. I
Synthesize information from a range of sources into a coherent understanding.

RANGE OF READING
GRADES 9-10-11-12
Standard CC.3.5.9-10.J
Standard CC.3.5.11-12.J
By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.

Use technology, including the Internet, to produce, publish, and update individual or shared writing products.

RESEARCH
GRADES 9-10-11-12
Standard CC.3.6.9-10.F
Standard CC.3.6.11-12.F
Conduct short and more sustained research to answer a question or solve a problem.
Standard CC.3.6.9-10.G.
Standard CC.3.6.11-12.G
Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation.
Standard CC.3.6.9-10.H.
Standard CC.3.6.11-12.H.
Draw evidence from informational texts to support analysis, reflection, and research.

RANGE OF WRITING
GRADES 9-10-11-12
Standard CC.3.5.9-10.I &
Standard CC.3.5.11-12.I.
Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.

300. WORD PROCESSING SOFTWARE.				
301 Utilize templates to prepare business documents (e.g., invoices, fax cover sheets, time sheets). 302 RESERVED 303 Enhance documents with graphics. 304 Create and format tables. 305 Create and format forms. 306 Generate form letters, mailing labels, and envelopes using mail merge. 307 RESERVED 308 Create, edit, and format word processing documents. .	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**KEY IDEAS/DETAILS** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart).	**TEXT TYPES AND PURPOSE** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F**	

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Standard CC.3.5.9-10. H

Assess the reasoning in a text to support the author's claim for solving a technical problem.

Standard CC.3.5.9-10. I

Compare and contrast findings presented in a text to those from other sources, etc.

INTEGRATE KNOWLEDGE & IDEAS
GRADES 11-12
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RANGE OF WRITING
GRADES 9-10-11-12
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Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.

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400. SPREADSHEET SOFTWARE.

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Create, edit, and format spreadsheets.
Enhance spreadsheets with graphics.
Integrate worksheet applications through pasting, linking, and embedding.
Create, format, and modify charts.
Create formulas and use standard functions.
Create spreadsheets using range names, worksheet protection, and look-up tables.

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CLUSTER
Business Management and Administration
 (Choose Standards)
1-2-3-4-5-6

PATHWAY(S)

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KEY IDEAS/DETAILS
GRADES 9-10-11-12
Standard CC.3.5.9-10. A
Standard CC.3.5.11-12 A
Cite specific textual evidence, etc.
Standard CC.3.5.9-10 B
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TEXT TYPES AND PURPOSE
GRADES 9-10-11-12
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Standard CC.3.6.11-12.A
Write arguments focused on discipline specific content.
Standard CC.3.6.9-10.B

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407 Manipulate multiple worksheets and workbooks. 408 RESERVED	**A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc.	**Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources,	

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500.	**DATABASE SOFTWARE.**				
501	Enter data and update databases.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards)	**KEY IDEAS/DETAILS** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** **Determine the central ideas or conclusions of a text; etc.** **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D**	**TEXT TYPES AND PURPOSE** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12**	
502	Create databases.				
503	Query databases.				
504	Develop relationships to create queries.				
505	Create reports, forms, and combo boxes.				
506	RESERVED				

	1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 11-12** **Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H**	**Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING** **GRADES 9-10-11-12**	

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600.	**PRESENTATION SOFTWARE.**			
601 602 603	Create, edit, and format presentations. Enhance a presentation with advanced features. RESERVED	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:**	**KEY IDEAS/DETAILS GRADES 9-10-11-12 Standard CC.3.5.9-10. A Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE GRADES 9-10-11-12 Standard CC.3.5.9-10. D Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc.	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12 Standard CC.3.6.9-10.A Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING GRADES 9-10-11-12 Standard CC.3.6.9-10.C Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by	

	Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.	**Standard CC.3.5.9-10.F Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS GRADES 9-10 Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS GRADES 11-12 Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding.	planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH GRADES 9-10-11-12 Standard CC.3.6.9-10.F Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H. Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING GRADES 9-10-11-12 Standard CC.3.5.9-10.I & Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	

		RANGE OF READING **GRADES 9-10-11-12** **Standard CC.3.5.9-10.J** **Standard CC.3.5.11-12.J** By the end of grades 9-10, AND 11-12, read and comprehend technical texts independently and proficiently.	
700.	**DESKTOP PUBLISHING SOFTWARE.**			
701 Create, edit, and format publications. 702 Enhance a publication with advanced features. 703 Understand design principles (contrast, repetition, alignment, proximity) related to page layout.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**KEY IDEAS/DETAILS** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text.	**TEXT TYPES AND PURPOSE** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update	

		INTEGRATE KNOWLEDGE & IDEAS **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 11-12** **Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING** **GRADES 9-10-11-12** **Standard CC.3.5.9-10.J** **Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.	individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.5.9-10.I &** **Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	

800.	COMMUNICATIONS AND COLLABORATION.				
801 802 803 804	Utilize electronics communications software. Apply proper electronics communications etiquette. Use scheduling and contact management software. Utilize electronic collaboration tools.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**KEY IDEAS/DETAILS** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart).	**TEXT TYPES AND PURPOSE** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F**	

		Standard CC.3.5.9-10. H Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS GRADES 11-12 Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING GRADES 9-10-11-12 Standard CC.3.5.9-10.J Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.	Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING GRADES 9-10-11-12 Standard CC.3.5.9-10.I & Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	
900. OFFICE SKILLS.				
901 Build keyboarding speed and accuracy. 902 Use copier and scanner features. 903 File and manage records and materials. 904 Process incoming and outgoing mail. 905 Use interpersonal communication skills in a diverse work environment. 906 Follow procedures to package and ship materials and verify and receive shipments. 907 Compile data and compose documents.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)**	**KEY IDEAS/DETAILS GRADES 9-10-11-12 Standard CC.3.5.9-10. A Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc.	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12 Standard CC.3.6.9-10.A Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B Standard CC.3.6.11-12.B**	

908 Plan travel arrangements and plan events. 909 Create and maintain a budget. 910 Apply proofreader's marks and revise text utilizing correct grammar, punctuation, and spelling in all business communications. 911 Use interactive presentation devices. 912 Utilize office reference manual.	**A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc.	Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation.	

		INTEGRATE KNOWLEDGE & IDEAS	Standard CC.3.6.9-10.H.	
		GRADES 11-12 **Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING** **GRADES 9-10-11-12** **Standard CC.3.5.9-10.J** **Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.	**Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.5.9-10.I &** **Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	

1000.	OFFICE MANAGEMENT.				
1001	Plan and manage office activities (e.g., meetings and workshops).	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards)	**KEY IDEAS/DETAILS** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D**	**TEXT TYPES AND PURPOSE** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12**	
1002	Describe the roles and responsibilities of an office manager.				
1003	Use proper workplace ergonomics and follow office safety practices.				
1004	Develop time management skills by setting priorities and performing multiple tasks.				

	1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 11-12** **Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H**	**Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing ... …appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING** **GRADES 9-10-11-12**	

		Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING GRADES 9-10-11-12 Standard CC.3.5.9-10.J Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.	**Standard CC.3.5.9-10.I & Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	
1100. BUSINESS MATH.				
1101 Perform calculations using addition, subtraction, multiplication, and division. 1102 Convert decimals, per cents, and fractions to their equivalent parts. 1103 Maintain business checking and savings accounts. 1104 Calculate discounts and sales tax.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you**	**KEY IDEAS/DETAILS GRADES 9-10-11-12 Standard CC.3.5.9-10. A Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE GRADES 9-10-11-12 Standard CC.3.5.9-10. D Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F**	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12 Standard CC.3.6.9-10.A Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING GRADES 9-10-11-12 Standard CC.3.6.9-10.C Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new	

	wish to add more Pathways for your local geographic area.	**Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 11-12** **Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING** **GRADES 9-10-11-12**	approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.5.9-10.I &** **Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	

		Standard CC.3.5.9-10.J Standard CC.3.5.11-12.J By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.		

1200. ACCOUNTING.				
1201 Apply the accounting equation and classify accounts. 1202 Analyze transactions effecting assets, liabilities, and owner's equity. 1203 Analyze transactions into debit and credit parts. 1204 Post to general ledger. 1205 Reconcile bank statements and establish and replenish petty cash fund. 1206 Prepare worksheet and adjusting entries. 1207 Prepare balance sheet and income statement. 1208 Record adjusting and closing entries. 1209 Prepare payroll records. 1210 Prepare payroll accounting taxes and reports.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**KEY IDEAS/DETAILS** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text.	**TEXT TYPES AND PURPOSE** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update	**Standard CC.2.1.HS.F.2** Apply properties of rational and irrational numbers to solve real world or mathematical problems. **Standard CC.2.1.HS.F.4** Use units as a way to understand problems and to guide the solution of multistep problems. **Standard CC.2.1.HS.F.5** Choose a level of accuracy appropriate to limitations on measurement when reporting quantities. **Standard CC.2.1.HS.F.6** Extend the knowledge of arithmetic operations and apply to complex numbers. **Standard CC.2.1.HS.F.2** Apply properties of rational and irrational numbers to solve real world or mathematical problems. **Standard CC.2.1.HS.F.4** Use units as a way to understand problems and to guide the solution of multistep problems. **Standard CC.2.1.HS.F.5** Choose a level of accuracy appropriate to limitations on measurement when reporting quantities.

		INTEGRATE KNOWLEDGE & IDEAS **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 11-12** **Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING** **GRADES 9-10-11-12** **Standard CC.3.5.9-10.J** **Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.	individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.5.9-10.I &** **Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	**Standard CC.2.1.HS.F.6** Extend the knowledge of arithmetic operations and apply to complex numbers. **Standard CC.2.4.HS.B.5** Make inferences and justify conclusions based on sample surveys, experiments, and observational studies. **Standard CC.2.2.HS.D.3** Extend the knowledge of arithmetic operations and apply to polynomials. **Standard CC.2.2.HS.D.8** Apply inverse operations to solve equations or formulas for a given variable. **Standard CC.2.2.HS.D.9** Use reasoning to solve equations and justify the solution method. **Standard CC.2.1.HS.F.3** - Apply quantitative reasoning to choose and interpret units and scales in formulas, graphs and data displays.
1300. BUSINESS LAW AND ETHICS.				

1301 RESERVED 1302 Explain crimes often associated with business and organizations (e.g., embezzlement, extortion, computer crimes). 1303 Identify proper use of business technology and property (e.g., computers, cell phones, telephones). 1304 Explain the importance of confidentiality in the workplace. 1305 Compare types of contracts, including related accountability.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**KEY IDEAS/DETAILS** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H**	**TEXT TYPES AND PURPOSE** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer	

		Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS GRADES 11-12 Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING GRADES 9-10-11-12 Standard CC.3.5.9-10.J Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.	a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING GRADES 9-10-11-12 Standard CC.3.5.9-10.I & Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	
1400. OFFICE PROCEDURES AND CUSTOMER SERVICE COMMUNICATIONS.				
1401 RESERVED 1402 Describe the advantages of customer service in building a loyal customer base. 1403 Describe how data are collected to improve customer service. 1404 Use effective face-to-face communication with customers. 1405 Identify the ways a customer service representative can develop a rapport with customers.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)**	**KEY IDEAS/DETAILS GRADES 9-10-11-12 Standard CC.3.5.9-10. A Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C**	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12 Standard CC.3.6.9-10.A Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B Standard CC.3.6.11-12.B**	

	A. Administrative Support Career Pathway (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 11-12**	Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.**	

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1500. BUSINESS DOCUMENTS.				
1501 Create, edit, and format letters. 1502 Create, edit, and format memos. 1503 Create, edit, and format agendas. 1504 Create, edit, and format minutes. 1505 Create, edit, and format press release. 1506 Create, edit, and format itineraries. 1507 Create, edit, and format reports.	**CLUSTER Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S) A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway 1-2-3-4-5-6-7-8**	**KEY IDEAS/DETAILS GRADES 9-10-11-12 Standard CC.3.5.9-10. A Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE GRADES 9-10-11-12 Standard CC.3.5.9-10. D Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E Standard CC.3.5.11-12.E**	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12 Standard CC.3.6.9-10.A Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING GRADES 9-10-11-12 Standard CC.3.6.9-10.C Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D**	

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RANGE OF READING GRADES 9-10-11-12
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|---|---|---|---|---|