

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. 101 102 103	RESERVED RESERVED 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	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 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	
		Common Career Technical Core	text, etc.	writing as needed by	

Standards Booklet if you **Standard CC.3.5.9-10.F** planning, revising, editing, wish to add more Standard CC.3.5.11-12.F rewriting, or trying a new Pathways for your local Analyze the author's purpose in approach, focusing on geographic area. providing an explanation, addressing what is most describing a procedure... significant for a specific Analyze the structure of the purpose and audience. relationships among concepts in a Standard CC.3.6.9-10.E Standard CC.3.6.11-12.E. text. Use technology, including the Internet, to produce, INTEGRATE KNOWLEDGE publish, and update & IDEAS individual or shared writing **GRADES 9-10** products. **Standard CC.3.5.9-10.G** RESEARCH Translate quantitative or technical **GRADES 9-10-11-12** information expressed in a text Standard CC.3.6.9-10.F into visual form (e.g. a table or Standard CC.3.6.11-12.F chart). Conduct short and more Standard CC.3.5.9-10. H sustained research to answer a question or solve a Assess the reasoning in a text to problem. support the author's claim for **Standard CC.3.6.9-10.G.** solving a technical problem. Standard CC.3.6.11-12.G Standard CC.3.5.9-10. I Gather relevant information Compare and contrast findings from multiple authoritative presented in a text to those from print and digital sources, other sources, etc. following a standard format for citation. INTEGRATE KNOWLEDGE Standard CC.3.6.9-10.H. Standard CC.3.6.11-12.H. & IDEAS Draw evidence from **GRADES 11-12** Standard CC.3.5.11-12. G informational texts to support Integrate and evaluate multiple analysis, reflection, and sources of information presented research. in diverse formats... to solve a RANGE OF WRITING problem. Standard CC.3.5.11-12. H **GRADES 9-10-11-12** Standard CC.3.5.9-10.I & Evaluate the hypotheses, data, analysis, and conclusions in a Standard CC.3.5.11-12.I. technical text, verifying the data Write routinely over when possible. extended time frames and Standard CC.3.5.11-12. I shorter time frames for a Synthesize information from a range of tasks, purposes and audiences...etc. 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.		
200.	COMPUTER AND INTERNET.				
201	Identify different types of computers, and how individual computers relate to networks.	CLUSTER Business Management	KEY IDEAS/DETAILS GRADES 9-10-11-12	TEXT TYPES AND PURPOSE	
202	Differentiate between operating systems and applications software.	and Administration (Choose Standards)	Standard CC.3.5.9-10. A Standard CC.3.5.11-12 A	GRADES 9-10-11-12 Standard CC.3.6.9-10.A	
203	Identify the functions of computer hardware, software, and peripheral devices in the Information Processing Cycle.	1-2-3-4-5-6	Cite specific textual evidence, etc. Standard CC.3.5.9-10 B Standard CC.3.5.11-12. B	Standard CC.3.6.11-12.A Write arguments focused on discipline specific content.	
204	Utilize the internet and network resources safely, legally, and ethically.	PATHWAY(S) A. Administrative	Determine the central ideas or conclusions of a text; etc. Standard CC.3.5.9-10.C	Standard CC.3.6.9-10.B Standard CC.3.6.11-12.B Write informative or	
205 206	Assess, interpret, and manipulate internet research. Import and export data into multiple applications.	Support Career Pathway (Choose Standards)	Standard CC.3.5.11-12.C	explanatory texts, including	
	1	1-2-3	Follow precisely a complex multistep procedure, etc.	the narration of technical processes, etc.	
		B. Business Information Management Career Pathway	CRAFT & STRUCTURE GRADES 9-10-11-12	PRODUCTION & DISTRIBUTION OF	
		(Choose Standards) 1-2-3-4-5	Standard CC.3.5.9-10. D	WRITING GRADES 9-10-11-12	
		C. General Management	Standard CC.3.5.11-12.D Determine the meaning of	Standard CC.3.6.9-10.C Standard CC.3.6.11-12 C	
		Career Pathway 1-2-3-4-5-6-7-8	symbols, key terms, and other domain specific words.	Produce clear and coherent writing, appropriate to task,	
		NOTE: Please refer to the	Standard CC.3.5.9-10.E Standard CC.3.5.11-12.E Analyze the structure of the	purpose, and audience. Standard CC.3.6.9-10 D Standard CC.3.6.11-12.D	
		Common Career Technical Core Standards Booklet if you	relationships among concepts in a text, etc. Standard CC.3.5.9-10.F	Develop and strengthen writing as needed by planning, revising, editing,	
		wish to add more Pathways for your local	Standard CC.3.5.11-12.F Analyze the author's purpose in	rewriting, or trying a new approach, focusing on addressing what is most	
		geographic area.	providing an explanation, describing a procedure Analyze the structure of the relationships among concepts in a text.	significant for a specific purpose and audience. Standard CC.3.6.9-10.E Standard CC.3.6.11-12.E.	

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. 301 302 303 304 305 306 307 308	WORD PROCESSING SOFTWARE. Utilize templates to prepare business documents (e.g., invoices, fax cover sheets, time sheets). RESERVED Enhance documents with graphics. Create and format tables. Create and format forms. Generate form letters, mailing labels, and envelopes using mail merge. RESERVED 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.3.5.9-10 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.3.5.9-10.E Standard CC.3.5.11-12.E Analyze the structure of the relationships among concepts in a text, etc. Standard CC.3.5.11-12.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.3.6.11-12.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.3.6.9-10.F Standard CC.3.6.9-10.F Standard CC.3.6.11-12.F	

400. SPR	PREADSHEET SOFTWARE.			
402 Enha 403 Integ linki 404 Crea 405 Crea 406 Crea	eate, edit, and format spreadsheets. shance spreadsheets with graphics. tegrate worksheet applications through pasting, sking, and embedding. eate, format, and modify charts. eate formulas and use standard functions. eate spreadsheets using range names, worksheet otection, and look-up tables.	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	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

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

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

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

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...

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.

700. 701 702	DESKTOP PUBLISHING SOFTWARE. Create, edit, and format publications. Enhance a publication with advanced features.	CLUSTER	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. KEY IDEAS/DETAILS GRADES 9-10-11-12	TEXT TYPES AND PURPOSE
703	Understand design principles (contrast, repetition, alignment, proximity) related to page layout.	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.	Standard CC.3.5.9-10. A Standard CC.3.5.9-10. A Cite specific textual evidence, etc. Standard CC.3.5.9-10 B Standard CC.3.5.9-10 B Determine the central ideas or conclusions of a text; etc. Standard CC.3.5.9-10.C 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.3.5.9-10. 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.3.5.9-10.E Standard CC.3.5.11-12.E Analyze the structure of the relationships among concepts in a text, etc. Standard CC.3.5.11-12.F Analyze the author's purpose in providing an explanation, describing a procedure Analyze the structure of the relationships among concepts in a text.	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.3.6.9-10.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

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.3.5.9-10. A Cite specific textual evidence, etc. Standard CC.3.5.9-10 B Standard CC.3.5.9-10 B Determine the central ideas or conclusions of a text; etc. Standard CC.3.5.9-10.C 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.3.5.9-10. 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.3.5.9-10.E Standard CC.3.5.11-12.E Analyze the structure of the relationships among concepts in a text, etc. Standard CC.3.5.11-12.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.3.6.9-10.C Standard CC.3.6.9-10 D Standard CC.3.6.9-10 D 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.3.6.11-12.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.3.6.9-10.F Standard CC.3.6.9-10.F Standard CC.3.6.9-10.F Standard CC.3.6.11-12.F

		Standard CC.3.5.9-10. H	Conduct short and more	
		Assess the reasoning in a text to	sustained research to answer	
		support the author's claim for	a question or solve a	
		solving a technical problem.	problem.	
		Standard CC.3.5.9-10. I	Standard CC.3.6.9-10.G.	
		Compare and contrast findings	Standard CC.3.6.11-12.G	
		presented in a text to those from	Gather relevant information	
		other sources, etc.	from multiple authoritative	
			print and digital sources,	
		INTEGRATE IZNOWI EDGE	following a standard format	
		INTEGRATE KNOWLEDGE	for citation.	
		& IDEAS GRADES 11-12	Standard CC.3.6.9-10.H. Standard CC.3.6.11-12.H.	
		Standard CC.3.5.11-12. G	Draw evidence from	
		Integrate and evaluate multiple	informational texts to support	
		sources of information presented	analysis, reflection, and	
		in diverse formats to solve a	research.	
		problem.	rescuren.	
		Standard CC.3.5.11-12. H	RANGE OF WRITING	
		Evaluate the hypotheses, data,	GRADES 9-10-11-12	
		analysis, and conclusions in a	Standard CC.3.5.9-10.1 &	
		technical text, verifying the data	Standard CC.3.5.11-12.I.	
		when possible.	Write routinely over	
		Standard CC.3.5.11-12. I	extended time frames and	
		Synthesize information from a	shorter time frames for a	
		range of sources into a coherent	range of tasks, purposes and	
		understanding.	audiencesetc.	
		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.		
900. OFFICE SKILLS.				
901 Build keyboarding speed and accuracy.	CLUSTER	KEY IDEAS/DETAILS	TEXT TYPES AND	
902 Use copier and scanner features.	Business Management	GRADES 9-10-11-12	PURPOSE	
903 File and manage records and materials.	and Administration	Standard CC.3.5.9-10. A	GRADES 9-10-11-12	
904 Process incoming and outgoing mail.		Standard CC.3.5.11-12 A	Standard CC.3.6.9-10.A	
905 Use interpersonal communication skills in a diverse	(Choose Standards)	Cite specific textual evidence, etc.	Standard CC.3.6.11-12.A	
work environment.	1-2-3-4-5-6	Standard CC.3.5.9-10 B	Write arguments focused on	
906 Follow procedures to package and ship materials and		Standard CC.3.5.11-12. B	discipline specific content.	
verify and receive shipments.	PATHWAY(S)	Determine the central ideas or	Standard CC.3.6.9-10.B	
907 Compile data and compose documents.		conclusions of a text; etc.	Standard CC.3.6.11-12.B	
20. Compile data and compose documents.				

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

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	INTEGRATE KNOWLEDGE	Standard CC.3.6.9-10.H.
	& IDEAS	Standard CC.3.6.11-12.H.
	GRADES 11-12	Draw evidence from
	Standard CC.3.5.11-12. G	informational texts to support
	Integrate and evaluate multiple	analysis, reflection, and
	sources of information presented	research.
	in diverse formats to solve a	
	problem.	RANGE OF WRITING
	Standard CC.3.5.11-12. H	GRADES 9-10-11-12
	Evaluate the hypotheses, data,	Standard CC.3.5.9-10.I &
	analysis, and conclusions in a	Standard CC.3.5.11-12.I.
	technical text, verifying the data	Write routinely over
	when possible.	extended time frames and
	Standard CC.3.5.11-12. I	shorter time frames for a
	Synthesize information from a	range of tasks, purposes and
	range of sources into a coherent	audiencesetc.
	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.	
-	<u> </u>	<u> </u>

1000. OFFICE MANAGEMENT.				
 1001 Plan and manage office activities (e.g., meetings and workshops). 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. 	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	

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

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

1200. ACCOUNTING. 1201 Apply the accounting equation and classify accounts.	CLUSTER	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. KEY IDEAS/DETAILS	TEXT TYPES AND	Standard CC.2.1.HS.F.2
 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. 	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.	GRADES 9-10-11-12 Standard CC.3.5.9-10. A Standard CC.3.5.9-10. A Cite specific textual evidence, etc. Standard CC.3.5.9-10 B Standard CC.3.5.9-10 B Determine the central ideas or conclusions of a text; etc. Standard CC.3.5.9-10.C 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.3.5.9-10. D Determine the meaning of symbols, key terms, and other domain specific words. Standard CC.3.5.9-10.E 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.3.5.11-12.F Analyze the author's purpose in providing an explanation, describing a procedure Analyze the structure of the relationships among concepts in a text.	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.3.6.9-10.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	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.

1300. BUSINESS LAW AND ETHICS.	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.3.5.9-10.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 audiencesetc.	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.
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1301 RESERVED CLUSTER 1302 Explain crimes often associated with business and **Business Management** organizations (e.g., embezzlement, extortion, computer and Administration crimes). (Choose Standards) 1303 Identify proper use of business technology and property 1-2-3-4-5-6 (e.g., computers, cell phones, telephones). 1304 Explain the importance of confidentiality in the PATHWAY(S) workplace. 1305 Compare types of contracts, including related A. Administrative **Support Career Pathway** accountability. (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 **Standard CC.3.5.9-10.E** NOTE: Please refer to the **Common Career** text. etc. Technical Core **Standard CC.3.5.9-10.F**

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.3.5.11-12.E Analyze the structure of the relationships among concepts in a

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	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	
1400. OFFICE PROCEDURES AND CUSTOMER SERVICE COMMUNICATIONS. 1401 RESERVED 1402 Describe the advantages of customer service in building	CLUSTER Rusiness Management	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. KEY IDEAS/DETAILS GRADES 9-10-11-12	range of tasks, purposes and audiencesetc. TEXT TYPES AND PURPOSE	
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.	Business Management and Administration (Choose Standards) 1-2-3-4-5-6 PATHWAY(S)	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	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)

(Choose Standard

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.

			,	
		Standard CC.3.5.11-12. G	Standard CC.3.6.11-12.H.	
		Integrate and evaluate multiple	Draw evidence from	
		sources of information presented	informational texts to support	
		in diverse formats to solve a	analysis, reflection, and	
		problem.	research.	
		Standard CC.3.5.11-12. H		
		Evaluate the hypotheses, data,	RANGE OF WRITING	
		analysis, and conclusions in a	GRADES 9-10-11-12	
		technical text, verifying the data	Standard CC.3.5.9-10.I &	
		when possible.	Standard CC.3.5.11-12.I.	
		Standard CC.3.5.11-12. I	Write routinely over	
		Synthesize information from a	extended time frames and	
		range of sources into a coherent	shorter time frames for a	
		understanding.	range of tasks, purposes and	
			audiencesetc.	
		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.		
1500. BUSINESS DOCUMENTS.				
1501 Create, edit, and format letters.	CLUSTER	KEY IDEAS/DETAILS	TEXT TYPES AND	
1502 Create, edit, and format memos.	Business Management	GRADES 9-10-11-12	PURPOSE	
1503 Create, edit, and format agendas.	and Administration	Standard CC.3.5.9-10. A	GRADES 9-10-11-12	
1504 Create, edit, and format minutes.		Standard CC.3.5.11-12 A	Standard CC.3.6.9-10.A	
1505 Create, edit, and format press release.	(Choose Standards)	Cite specific textual evidence, etc.	Standard CC.3.6.11-12.A	
1506 Create, edit, and format itineraries.	1-2-3-4-5-6	Standard CC.3.5.9-10 B	Write arguments focused on	
1507 Create, edit, and format reports.		Standard CC.3.5.11-12. B	discipline specific content.	
Steady, early and Torrida Toportor	PATHWAY(S)	Determine the central ideas or	Standard CC.3.6.9-10.B	
	A. Administrative	conclusions of a text; etc.	Standard CC.3.6.11-12.B	
	Support Career Pathway	Standard CC.3.5.9-10.C	Write informative or	
	(Choose Standards)	Standard CC.3.5.11-12.C	explanatory texts, including	
		Follow precisely a complex	the narration of technical	
	1-2-3	multistep procedure, etc.	processes, etc.	
	B. Business Information	CRAFT & STRUCTURE	PRODUCTION &	
	Management Career	GRADES 9-10-11-12	DISTRIBUTION OF	
	Pathway	Standard CC.3.5.9-10. D	WRITING	
	(Choose Standards)		GRADES 9-10-11-12	
	1-2-3-4-5	Standard CC.3.5.11-12.D	Standard CC.3.6.9-10.C	
	C. General Management	Determine the meaning of	Standard CC.3.6.11-12 C	
	Career Pathway	symbols, key terms, and other	Produce clear and coherent	
	1-2-3-4-5-6-7-8	domain specific words.	writing, appropriate to task,	
	1-2-3-4-3-0-7-0	Standard CC.3.5.9-10.E	purpose, and audience.	
		Standard CC.3.5.11-12.E	Standard CC.3.6.9-10 D	

NOTE:

Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area. 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

Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible.

Standard CC.3.5.11-12. I

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

RESEARCH GRADES 9-10-11-12 Standard CC.3.6.9-10.F Standard CC.3.6.11-12.F

products.

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

Synthesize information from a range of tasks, purp range of sources into a coherent understanding.	oses and
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.	