

# Key Overarching Knowledge and Skills

## **Knowledge** (i.e., what students will know)

Job search and retention

Career availability

Business ethics

Terminology

Organization

Business systems

## **Skills** (i.e., what students will be able to do)

Communication: listening, speaking, and writing

Thought: comparing, inferring, analyzing, interpreting, synthesizing, and deciding

Research: inquiry and investigation

Study: note taking

Mathematics: decoding, formulas, and computation

Interpersonal: communication (verbal and non-verbal), resolving conflict

## Overarching Standards

**Standard One:** Students will utilize systems and technologies that record, analyze, interpret, and communicate financial data.

**Standard Two:** Students will apply management theories, functions, and technological systems to achieve organizational goals.

**Standard Three:** Students will use marketing concepts, functions, theories, and computerized tools to analyze the ways in which economic, consumer, and environmental variables affect the marketing process.