

CTE Course Description and Standards Crosswalk

Course Information

Course Name	Introduction to Business
Course Number	83010
Number of High School Credits	.5
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the EED-CTE system.)	Finance, Lodging Management, Logistics, Travel Coordinator
Date of district Course Revision	April 2014

Career & Technical Student Organization (CTSO)

CTSO embedded in this sequence	BPA
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Occupational Standards

Source of Occupational Standards	NBEA
Names/Numbers of Occupational Standards	IB-International Business; MG-Management; BL-Business Law; IT-Information Technology; E-Entrepreneurship; CD-Career Development; C-Communications

Registration Information

Course Description (brief paragraph – as shown in your student handbook or course list)	Introduction to Business is designed for students who plan to form, manage, and/or operate a small business. Students will explore small business planning, management, insurance, banking, and legal issues. Students will learn to expand the application of interpersonal relationships as applied to the employer/employee relationship. Students will be able to select appropriate speaking, writing, and listening techniques and demonstrate the ability to work with others while using appropriate interpersonal skills.
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Instructional Topic Headings (please separate each heading by a semi-colon)	Accounting for Business Records; Business in the Global Economic Environment; Business Management & Leadership; Business Responsibilities & Ethics; Financial Management; Forms of Business Ownership; Human Resources; Risk Management; Career Exploration; Marketing; Entrepreneurship; Encourage Career and Technical Student Organization (CTSO) Involvement; Safety
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Summative Assessments and Standards

Technical Skills Assessment (TSA)	No
Course addresses:	
New Alaska ELA and Math Standards	Yes
Alaska Cultural Standards	Yes
All Aspects of Industry (AAI)	Yes
Core Technical Standards	Yes
Employability Standards	Yes

Employability Standards

Source of Employability Standards	State of Alaska
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Tech Prep

Current Tech Prep Articulation Agreement?	Yes
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DISTRICT NAME: Mat-Su Borough School District

(Y/N)	
Date of Current Agreement	May 2013
Postsecondary Institution Name	UAA Mat-Su Campus
Postsecondary Course Name	BA A151
Postsecondary Course Number	Introduction to Business
# of Postsecondary Credits	3

Source/Organization /Agency	Acronym	Website or Location of Information	Section, Chapters, etc. referenced in Performance Standards	Date of Edition or Version
National Business Education Association	NBEA	www.nbea.org	Career Development, Computation, and Information Technology,	2013

Additional CTE Course Information

Author	
Course developed by	Sandra Yocom, Revised by Kristopher Wagoner
Course adapted from	Introduction to Business
Date of previous course revision	May 2008
Course Delivery Model	
Is the course brokered through another institution or agency? (Y/N)	No

Standards Alignment

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
Research business in the global economy.	IB-I, II	CRP 1, 5, 8, 11, 12	SL.9-12.1.a-d L.9-12.1.a-b L.9-12.2.a-c L.9-12.3.a L.11.-12.6		A7, B2,4 C3,4 E7,8	A2,3, 5	Finance Planning Community Technology Technical Skills	BPA-Small Business Management BPA-Entrepreneurship
Develop skills necessary for the operation of a business enterprise: marketing, advertising, financing, and risk management.	E-I-V, VII-IX	CRP 2, 4, 5, 6, 7, 8, 9, 10,11	SL.9-12.1.a-d L.9-12.1.a-b L.9-12.2.a-c L.9-12.3.a	N-Q.1-3 A-CED.4 A-REI.1 S-IC.1-4 & 6	B2,4	A,2,5	Technical Skills Technology Finance Planning	BPA-Small Business Management BPA-Entrepreneurship

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Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/Career Readiness Standards	All Aspects of Industry/Systems	Assessment
			L.11.- 12.6 RST.9- 12.1-4 RST.9- 12.7-10 WHST.9- 12.4 WHST.9- 12.7-9					
Study human resources.	MG-VI	CRP1, 2,4	SL.9- 12.1.a-d L.9- 12.1.a-b L.9- 12.2.a-c L.9- 12.3.a L.11.- 12.6		B2,4	A2,3,4,5 B1,2,3,4,5	Work Habits Technical Skills Labor	BPA- Human Resources Management BPA- Entrepreneurship
Develop business management skills.	E-VII	CRP2, 4, 5, 6, 7, 8, 9, 10, 11, 12	SL.9- 12.1.a-d RST.9- 12.1-4 RST.9- 12.7-10 WHST.9- 12.4 WHST.9- 12.7-9	A-REI.1	B2,4	A2,5,6,7	Planning Management Community Technology Technical Skills Work Habits Labor	BPA Torch Award BPA-Small Business Management BPA- Entrepreneurship

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Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupation al Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
Understand business forms and organizational structures.	BL-IV	CRP1, 2, 4, 9, 10, 11	SL.9-12.1.a-d L.9-12.1.a-b L.9-12.2.a-c L.9-12.3.a L.11.-12.6 WHST.9-12.4 WHST.9-12.7-9		B2,4	A2,5	Planning Management Technical Skills	BPA-Small Business Management BPA-Entrepreneurship
Perform calculations related to business operations.	E-V	CRP1, 2, 4, 9, 10, 11		N-Q.1-3 A-CED.4 A-REI.1	B2,4	A2,5	Finance Technical Skills Technology	BPA-Small Business Management BPA-Entrepreneurship
Recognize entrepreneurship opportunities and the role of employer vs. employee.	IT-XVII E-I C-V	CRP1, 2, 4, 5, 6, 8, 9, 10, 11	L.9-12.6 SL.9-12.6		B2,4 E8	A2,5	Labor Technical Skills Management	BPA-Small Business Management Team BPA-Entrepreneurship Work Keys
Encourage CTSO involvement.	IT-XVII E-I	CRP1, 2, 4, 9, 10, 11	L.9-12.6 SL.9-12.6		B2,3,4 E8	A2,3,4,5,7 B1,2,3,4,5	Community Work	BPA Competitions

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			SL.9-12.1.a-d				Habits Planning	
Research career opportunities in the Business/IT career area.	IT-XVII E-I CD-II	CRP1, 2, 4, 7, 9, 10, 11	L.9-12.6 SL.9-12.6 WHST.9-12.6		B2,3,4	A1,2,3,4,5 B2,3,4,5	Planning Technical Skills Technolog y	AKcis Portfolio Work Keys
Demonstrate safe use of tools and equipment, cyber safety and ergonomic safety in the workplace.	IT-I	CRP1, 2, 4, 9, 10, 11	L.9-12.6 WHST.9-12.8		B2,4	A2,5	Health/Saf ety Labor Managem ent	AK EED Safety Manual Business & Information Systems
Practice and promote ethics and ethical behavior in the workplace.	IT-I MG-5	CRP1, 2, 4, 9, 10, 11	WHST.9-12.8		B2,3,4	A2,5	Labor Managem ent Work Habits Technical Skills Technolog y	CTSO Participatio n Work Keys
Research and present a case study analysis, including business plan, marketing, human resources, accounting and finance, ethics and global business.	C-IV	CRP1, 2, 4, 9, 10, 11	SL.9-12.4&6		B2,3,4	A2,5	Planning Managem ent Technolog y Technical Skills	Presentatio n

Instructional Resources

List the major instructional resources used for this course: (websites, textbooks, essential equipment, reference materials, supplies)

All Aspects of Industry

- P - Planning
- M - Management
- F - Finance
- TP - Technical and Production
- PT - Principles of Technology
- L - Labor Issues
- C - Community Issues
- HSE - Health, Safety, and Environment
- PWH - Personal Work Habits

Recommended Text:

Introduction to Business, South-Western Publishing, Ristau, Egglund, Dlabay, Burrow & Daughtrey.

<http://www.deca.org//hs/competitive.html>

<http://www.bpa.org/competitiveEventsSA.htm>

Small Business Administration resource materials