Business Management and Administration Programs of Study

Foundation Courses	Cluster Courses	Pathways	Pathway Courses	Advanced Cluster Courses	Capstone Experience
Career Exploration	Accounting I	**Human Resources Management**		International Business & Marketing	Senior Experience
Workforce Knowledge & Employability	Personal Finance	**General Management**	Business Law / Business Management	Entrepre-neurial Skills	Service Learning Experience
Foundations of Technology	Introduction to Business	**Operations Management**	Advanced Accounting	Specialized Accounting	Youth Internship
Leadership and Service Learning	Principles of Marketing	**Business Information Management**	Business Computer Applications	Business Economics	Entrepre-neurship Experience
Entrepreneur-ship		**Administrative Support**	Business Computer Applications / Advanced Business Computer Applications		Youth Apprenticeship

Business Law

Career Cluster	Business Management and Administration
Course Code	12054
Prerequisite(s)	Introduction to Business (Recommended)
Credit	0.5
Program of Study and Sequence	Introduction to Business – **Business Law** – Pathway or Advanced Cluster Course
Student Organization	Future Business Leaders of America (FBLA), DECA
Coordinating Work-Based Learning	Guest Speakers, Field Trips, and Tours
Industry Certifications	NA
Dual Credit or Dual Enrollment	NA
Teacher Certification	Business Management & Administration Cluster Endorsement; Finance Cluster Endorsement; *Business Ed.
Resources	

Course Description:

Business Law focuses on an understanding of the judicial system at the local, state, and national level. Topics include an understanding of contract law, rights and responsibilities as citizens, utilization of financial transactions, employment and agency relationships, and regulations governing different types of business organizations.

Program of Study Application

Business Law is a pathway course in the Business Management and Administration cluster in the Human Resources Management, General Management, and Operations Management pathways. This course would follow the Introduction to Business, Accounting I, Personal Finance, and/or Principles of Marketing cluster courses.

Course Standards

BL 1: Students will analyze relationships between ethics and classifications of law.

Webb Level	Sub-indicator	Integrated Content
Level 3: Strategic Thinking	BL 1.1 Compare and contrast differences between ethics and laws and identity consequences of unethical and illegal conduct Examples: • Identify ethical characteristics • Compare various ethical theories • Analyze values in constructing an ethical code and the laws	http://www.haverford.k12.pa.us/Page/6104
Level 4: Extended Thinking	BL 1.2 Analyze the origin of today's law and functions of local, state and federal court systems Examples: • Discuss roles of constitutions, common laws, statutory laws, court decisions and state administrative laws • Determine how courts make laws • Explain structures and functions of federal, state and local court systems • Identify the types of cases heard at each level of court systems	http://www.moneyinstructor.com/businesslaw.asp
Level 3: Strategic Thinking	BL 1.3 Distinguish between procedural and substantive laws Examples: • Describe dispute resolution techniques • Identify steps in criminal and civil trials and who is involved	

Notes

BL 2: Students will demonstrate an understanding of characteristics of criminal and tort laws.

Webb Level	Sub-indicator	Integrated Content
Level 3: Strategic Thinking	BL 2.1 Differentiate among categories of criminal law, different types of business crimes, and available penalties Examples: • Examine felonies, misdemeanors and infractions, and categories of criminal law • Study effects of forgery, fraud, embezzlement and perjury on businesses • Determine defenses of criminal acts and describe penalties • Research computer crimes and the laws regarding them	http://lessonplans.btskinner.com/buslaw.html
Level 3: Strategic Thinking	BL 2.2 Differentiate among categories of tort law and describe remedies available Examples: • Examine negligence, intentional and strict liability, and other types of torts • Identify and explain elements of negligence torts • Discuss concepts of the reasonable person test and proximate cause	

Notes

BL 3: Students will evaluate relationships among contract law, law of sales, and consumer law.

Webb Level	Sub-indicator	Integrated Content
Level 2: Skills and Concepts	BL 3.1 Demonstrate an understanding of contractual relationships and identify elements of a valid contract Examples: • Identify classifications of contracts • Discuss consideration as it applies to contract law • Explain ramifications of contracting with a minor • Describe rules applied to interpretations of contracts	
Level 3: Strategic Thinking	BL 3.2 Understand and defend methods by which a contract may be terminated or discharged Examples: • Interpret breach of contract • Choose legal remedies available for resolution of breach of contracts • Interpret fraud, non-disclosure, misrepresentation, mistake, duress and undue influence	
Level 2: Skills and Concepts	BL 3.3 Compare and contrast law of sales and consumer laws Examples: • Evaluate consumer protection laws • Examine the Uniform Commercial Code and its effects on business transactions • Examine common, unfair and deceptive practices • Examine various administrative agencies that regulate consumer credit	

Notes

BL 4: Students will analyze the role and importance of employment law as it relates to the conduct of business.

Webb Level	Sub-indicator	Integrated Content
Level 2: Skills and Concepts	BL 4.1 Demonstrate an understanding of employer-employee relationships, including independent contractors Examples: • Explain difference between justified and unjustified discrimination • Describe wrongful discharge, exceptions to employment-at-will • Explain the doctrine of employment-at-will	
Level 3: Strategic Thinking	BL 4.2 Identify employee rights and their implications in workplace settings Examples: • List and explain legislation that regulates employment rights, conditions and worker benefits • Identify employee rights that affect employment interview, testing, laws affecting minors and collective bargaining • Identify employer's responsibilities to verify an employee's status in the United States	

Notes

BL 5: Students will utilize career-planning concepts, tools and strategies to explore, obtain and/or develop a career in law.

Webb Level	Sub-indicator	Integrated Content
Level 1: Recall and Reproduction	BL 5.1 Describe the importance of soft-skill practices in careers in law Examples: • Understand the importance on communication (oral, written, non-verbal, and listening), problem solving, teamwork, decision-making, conflict resolution, critical analysis and ethical reasoning.	
Level 1: Recall and Reproduciton	BL 5.2 Describe roles and responsibilities in careers in law Examples: • Explain the role and responsibilities of administrative careers in law • Describe the role and responsibilities of executive/managerial careers in law.	http://study.com/business_law_career.html https://www.thebalance.com/hot-legal-careers-non-lawyers-2164308

Notes

Business Management

Career Cluster	Business Management and Administration
Course Code	12052
Prerequisite(s)	Introduction to Business (Recommended)
Credit	0.5
Program of Study and Sequence	Introduction to Business – **Business Management** – Pathway or Advanced Cluster Course
Student Organization	Future Business Leaders of America (FBLA), DECA
Coordinating Work-Based Learning	Guest Speakers, Field Trips, Tours
Industry Certifications	NA
Dual Credit or Dual Enrollment	NA
Teacher Certification	Business Management & Administration Cluster Endorsement; *Business Ed.
Resources	

Course Description:

Business Management focuses on the development of the planning, organizing, leading, and controlling functions required for the production and delivery of goods and services. This applied knowledge course addresses the management role of utilizing the businesses' resources of employees, equipment, and capital to achieve an organization's goals.

Program of Study Application

Business Management is a Pathway Course in the Business Management and Administration cluster in the Human Resources Management, General Management, Operations Management, and Business Information Management pathways. This course would follow the Introduction to Business, Accounting I, Personal Finance, and/or Principles of Marketing cluster courses.

Course Standards

MGT 1: Students will define management and its role in effective and efficient performance in business.

Webb Level	Sub-indicator	Integrated Content
Level 1: Recall	MGT 1.1 Explain why management is important in business Examples: • Define management and the management process such as planning, organizing, leading, controlling • List what managers do in business • Utilize career-planning concepts, tools and strategies to explore, obtain and/or develop a career in business management	https://www.moneyinstructor.com/lesson/planningorganizing.asp
Level 1: Recall	MGT 1.2 Describe characteristics of successful managers Examples: • Identify personal characteristics of an effective manager • Explain how managers are effective as on-task, goal oriented, and efficient • Define ways a manager becomes a leader	www.entrepreneur.com/article/238129 "7 Traits to Turn Good Managers Into Great Managers" by Craig CinCotta
Level 3: Strategic Thinking	MGT 1.3 Identify challenges that managers face in business and propose what they can do to overcome these challenges Examples: • Determine how a code of ethics applies to decisions made by managers, e.g. hiring practices, employee/employer expectations, professional responsibility • Evaluate ethical considerations involving managers and business relationships	http://guides.wsj.com/management/developing-a-leadership-style/what-do-managers-do/ Adapted from "The Wall Street Journal Guide to Management" by Alan Murray

Notes:

MGT 2: Students will determine how functions of management are implemented and why they are important.

Webb Level	Sub-indicator	Integrated Content
Level 2: Skill/Concept	MGT 2.1 Clarify the planning function of management Examples: • Explain what planning is and why it is important • Explain the business decision-making process • Explain the role of operations planning and strategic planning • Write short- and long-term strategic goals • Identify planning tools such as budgets, schedules, and policies	http://www.marketing91.com/four-functions-of-management/
Level 2: Skill/Concept	MGT 2.2 Interpret the organizing function of management Examples: • Identify and provide examples of forms of ownership: sole proprietorship, partnership, corporations, franchises, cooperatives, and S-corporations • Evaluate the advantages and disadvantages of each form of ownership • Identify types of organization structure: line, line and staff, matrix, team, committee, and grapevine; centralized vs. decentralized • Create organization charts	http://www.aiuniv.edu/blog/january-2016/functions-of-management
Level 2: Skill/Concept	MGT 2.3 Investigate the directing/leading function of management Examples: • Identify leaders and effective leadership qualities • Compare and contrast leadership styles: autocratic, democratic, laissez faire • Describe techniques managers use to motivate individual employees • Describe professionalism and why participation in professional associations is important	You Tube – Search "Four Functions of Management"
Level 2: Skill/Concept	MGT 2.4 Summarize the controlling and evaluating functions of management Examples: • Describe the importance of business mission statements, vision statements, goals and objectives • Understand the need to measure performance against established expectations • Determine how to choose standards for internal and external controls	

Notes:

MGT 3: Students will evaluate the importance of human resource activities of a manager in the successful operation of a business.

Webb Level	Sub-indicator	Integrated Content
Level 4: Extended Thinking	MGT 3.1 Analyze human resources and management theories in a business organization Examples: • Describe and analyze management theories • Identify methods used in recruiting, hiring, training, and firing of employees • Identify trends in the modern workplace • Report on compensation and benefits	https://www.bls.gov/ooh/management/human-resources-managers.htm
Level 4: Extended Thinking	MGT 3.2 Propose strategies for bringing together a diverse workforce Examples: • Explain social responsibility • Analyze ways to manage conflict and stress in the workplace • Analyze characteristics of an effective team member	http://interactive.itagroup.com/organizational-culture-transformation?utm_source=Paid-Search&utm_medium=Google-AdWords&utm_content=Ad-3&utm_campaign=FY17-Lead-Generation&gclid=CIvvoefyutQCFZyNswodJ2sEpg#imgaLhbY0iG0vLJORkKNA
Level 4: Extended Thinking	MGT 3.3 Evaluate human relations, self-management, technological, organizational, and professional leadership skills in managing a business Examples: • Examine the importance of time management tools and skills • Examine the role of technology in the overall management process • Examine the advantages of networking to achieve personal and professional advancement • Examine strategies to develop liaisons with professional organizations such as internships, volunteer work, and membership in organizations	

Notes:

MGT 4: Students will be able to analyze the impacts of international and government regulations on management decisions.

Webb Level	Sub-indicator	Integrated Content
Level 3: Strategic Thinking	MGT 4.1 Investigate the legal environment of managing a business Examples: • Describe how the workplace has changed as a result of labor legislation • Explain laws pertaining to business practices • Examine the legal aspect of starting a business • Identify and analyze illegal marketing practices	
Level 3: Strategic Thinking	MGT 4.2 Investigate the economic and international environment of managing a business Examples: • Distinguish economic terms • Compare ways businesses compete domestically and globally • Compare forces of supply and demand in the economy • Compare various types of competition	

Notes:

Introduction to Business

Career Cluster	Business Management and Administration
Course Code	12051
Prerequisite(s)	NA
Credit	0.5
Program of Study and Sequence	Foundational Course – **Introduction to Business** – Pathway Course
Student Organization	Future Business Leaders of America (FBLA), DECA
Coordinating Work-Based Learning	Guest Speakers, Field Trips, and Tours
Industry Certifications	NA
Dual Credit or Dual Enrollment	Mitchell Technical Institute
Teacher Certification	Business Management & Administration Cluster Endorsement; Finance Cluster Endorsement; Marketing Cluster Endorsement; *Business Ed.
Resources	National Endowment for Financial Education's High School Financial Planning Program

Course Description:

Introduction to Business introduces students to the world of business, including the concepts, functions, and skills required for meeting the challenges of operating a business on a local, national, and international scale. The course will focus on all aspects of business: the domestic and international economics, financial principles, management strategies, administrative and information systems, ethics, and organizational and professional leadership. Students will analyze the elements of the business environment and focus on attitudinal and problem-solving skills inherent to success.

Program of Study Application

Introduction to Business is a cluster course in the Business Management and Administration career cluster. Successful completion will prepare a student to enter a pathway course in any of the Business Management and Administration career pathways.

Course Standards

IB 1 Students will identify skills needed to be successful in the global economic environment.

Webb Level	Sub-indicator	Integrated Content
Level 1: Recall and Reproduction	IB 1.1 Explain the terms economics and economic activity Examples: • Explain how limited resources affect business • Explain factors which affect supply and demand • Explain concepts of economic resources • Identify economic indicators to detect economic trends and conditions • Discuss career choices in economics	
Level 1: Recall and Reproduction	IB 1.2 Explain businesses' roles in society Examples: • Explain ways in which businesses interact with society • Describe different ways our government intervenes in and/or regulates business • Explain the nature of labor unions	
Level 1: Recall and Reproduction	IB 1.3 Describe the different types of economic systems Examples: • Explain the nature of global trade • Compare and contrast the different types of economic systems • Explain how economic systems answer the basic economic questions	

Notes

IB 2 Students will compare the different forms of business organizations and management styles.

Webb Level	Sub-indicator	Integrated Content
Level 2: Skill/Concept	IB 2.1 Compare and contrast different forms of business organizations Examples: • Discuss common forms of business ownership • Explain factors that affect the selection of ownership • Explore careers concerning business ownership	
Level 3: Strategic Thinking	IB 2.2 Differentiate among different management styles and human resource procedures Examples: • Examine management strategies to improve performance and competitive advantages of an organization • Determine human resources management legal responsibility in maintaining labor relations • Determine proper human resources procedures for managing employees • Examine career options within business organizations	

Notes

IB 3 Students will apply concepts of marketing, business finances and technology in the operation of a business.

Webb Level	Sub-indicator	Integrated Content
Level 2: Skill/Concept	IB 3.1 Demonstrate marketing principles involved in business operations Examples: • Describe factors that influence customer-business relationships • Identify the elements of the marketing mix • Explain the effects of competition in a free enterprise system • Explore careers in marketing and sales fields	
Level 1: Recall and Reproduction	IB 3.2 Describe roles technology plays in business operations Examples: • Identify information technologies commonly used in business operations • Discuss how information technology impacts business operations • Discuss technology careers available within business organizations	
Level 2: Skill/Concept	IB 3.3 Explain the financial process needed to start and operate a business Examples: • Recognize the need for a business plan • Importance of maintaining accurate business records using the Acceptable Accounting Process • Importance of utilizing information available to make sound decisions in operating a business • Explain the importance of the profit motive	

Notes

IB 4: Students will evaluate roles individuals play as consumers in the economy and financial management tools needed to be a successful consumer.

Webb Level	Sub-indicator	Integrated Content
Level 3: Strategic Thinking	IB 4.1 Demonstrate how important a consumer is in the global economy Examples: • Apply the steps in a rational decision-making process to a situation involving an economic decision by an individual • Demonstrate responsibility for consequences of economic choices	
Level 3: Strategic Thinking	IB 4.2 Apply processes involved in consumer financial planning Examples: • Identify the difference between needs and wants • Describe the importance of financial goals • Create and analyze the budget process • Examine careers in financial planning	
Level 2: Skill/Concept	IB 4.3 Examine available banking services and credit options Examples: • Describe different types of financial institutions and their services • Explain various types of consumer credit • Describe positive and negative consequences of using credit • Explore careers pertaining to financial services	Consumer Credit can include: credit cards, installment loans, student loans, and mortgages
Level 2: Skill/Concept	IB 4.4 Explain savings and investment options to meet short and long term goals Examples: • Explain the time value of money • Explain differences between savings and investing • Identify criteria for choosing savings and investment options • Examine careers concerning savings and investing	

Notes

Business Computer Applications

Career Cluster	Business Management and Administration
Course Code	10005
Prerequisite(s)	Recommended - Foundations of Technology
Credit	0.5
Program of Study and Sequence	Foundations of Technology – **Business Computer Applications** – Advanced Business Computer Applications or Dual Enrollment
Student Organization	Future Business Leaders of America (FBLA) and DECA
Coordinating Work-Based Learning	Teacher Demonstrations, Collaborative Instruction, Peer Teacher, School and Community Projects, Online Resources/Tutorials
Industry Certifications	Microsoft Office Specialist (MOS)
Dual Credit or Dual Enrollment	NA
Teacher Certification	Business Management & Administration Cluster Endorsement; Business Marketing & Management Pathway Endorsement; Marketing Cluster Endorsement; Sales, Merchandising & Marketing Research Support Pathway Endorsement; K-12 Classroom Technology; *Business Education; *K-12 Educational Technology
Resources	Certiport.com, Microsoft Office

Course Description:

Business Computer Applications focuses on integrating computer technology with decision-making and problem solving skills. Areas of instruction include advanced applications in word processing, spreadsheets, presentation and database software that prepare students for industry standard certifications.

Program of Study Application

Business Computer Applications is a Pathway Course in the Business Management and Administration cluster, Administrative Support and Business Information Management Pathways. This course would follow the Foundations of Technology course and lead into the Expert Computer Applications course.

Course Standards

ACA 1: Students will be able to produce word processing documents using a variety of advanced features.

Webb Level	Sub-indicator	Integrated Content
Level Two: Skill/Concept	ACA 1.1 Create and manage documents • Create a Document • Navigate through a document • Format a Document • Customize Options and Views for Documents • Print and Save Documents	MOS **Word Certification** Exam Objectives: https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Word_2016_020916NB.pdf
Level Two: Skill/Concept	ACA 1.2 Format text, paragraphs, and sections • Insert Text and Paragraphs • Format Text and Paragraphs • Order and Group Text and Paragraphs	See above
Level Two: Skill/Concept	ACA 1.3 Create tables and lists • Create a Table • Modify a Table • Create and Modify a List	See above
Level Two: Skill/Concept	ACA 1.4 Create and manage references • Create and Manage Reference Markers • Create and Manage Simple References	See above
Level Two: Skill/Concept	ACA 1.5 Insert and format graphic elements • Insert Graphic Elements • Format Graphic Elements • Insert and Format SmartArt Graphics	See above

Notes: Based on MOS Certifications for Office 2016 or as revised

ACA 2: Students will be able to produce spreadsheets using a variety of advanced features.

Webb Level	Sub-indicator	Integrated Content
Level Two: Skill/Concept	ACA 2.1 Create and manage worksheets and workbooks • Create Worksheets and Workbooks • Navigate in Worksheets and Workbooks • Format Worksheets and Workbooks • Customize Options and Views for Worksheets and Workbooks • Configure Worksheets and Workbooks for Distribution	MOS **Excel Certification** Exam Objectives: https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Excel_2016_020916NB.pdf
Level Two: Skill/Concept	ACA 2.2 Manage data cells and ranges • Insert Data in Cells and Ranges • Format Cells and Ranges • Summarize and Organize Data	See above
Level Two: Skill/Concept	ACA 2.3 Create tables • Create and Manage Tables • Manage Table Styles and Options • Filter and Sort a Table	See above
Level Two: Skill/Concept	ACA 2.4 Perform operations with formulas and functions • Summarize Data by Using Functions • Perform Conditional Operations by using Functions • Format and Modify Text by using Functions	See above
Level Two: Skill/Concept	ACA 2.5 Create charts and objects • Create Charts • Format Charts • Insert and Format Objects	See above

Notes

ACA 3: Students will be able to produce professional presentations using a variety of advanced features.

Webb Level	Sub-indicator	Integrated Content
Level Two: Skill/Concept	ACA 3.1 Create and manage presentations • Create Presentations • Insert and Format Slides • Modify Slides, Handouts, and Notes • Order and Group Slides • Change Presentation Options and Views • Configure a Presentation for Print • Configure and Present a Slide Show	MOS **PowerPoint** Certification Exam Objectives: https://www.certiport.com/portal/common/documentlibrary/MOS_OD_PowerPoint_2016_020916NB.pdf Professional Design Guidelines: http://p2i.eval.org/wp-content/uploads/Slide-Design-Guidelines.pdf http://www.makeuseof.com/tag/10-tips-for-preparing-a-professional-presentation/
Level Two: Skill/Concept	ACA 3.2 Insert and format text, shapes and images • Insert and Format Text • Insert and Format Shapes and Text Boxes • Insert and Format Images • Order and Group Objects	See above
Level Two: Skill/Concept	ACA 3.3 Insert tables, charts, SmartArt and media • Insert and Format Tables • Insert and Format Charts • Insert and Format SmartArt graphics • Insert and Manage Media	See above

Level Two: Skill/Concept	ACA 3.4 Apply transitions and animations • Apply Slide Transitions • Animate Slide Content • Set Timing for Transitions and Animations	See above
Level Two: Skill/Concept	ACA 3.5 Manage multiple presentations • Merge Content from Multiple Presentations • Finalize Presentations	See above

Notes

ACA 4: Students will be able to produce databases using a variety of advanced features.

Webb Level	Sub-indicator	Integrated Content
Level Two: Skill/Concept	ACA 4.1 Create and manage a database • Create and Modify Databases • Manage Relationships and Keys • Navigate through a Database • Protect and Maintain Databases • Print and Export Data	MOS **Access Certification** Exam Objectives: https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Access_2016_020916NB.pdf
Level Two: Skill/Concept	ACA 4.2 Build tables • Create Tables • Manage Tables • Manage Records in Tables • Create and Modify Fields	See above
Level Two: Skill/Concept	ACA 4.3 Create queries • Create Calculated Fields and Grouping within Queries	See above
Level Two: Skill/Concept	ACA 4.4 Create forms • Create a Form • Configure Form Controls • Format a Form	See above
Level Two: Skill/Concept	ACA 4.5 Create reports • Create a Report • Configure Report Controls • Format a Report	See above

Notes

ACA 5: Students will be able to identify a variety of employment opportunities based on individual certifications.

Webb Level	Sub-indicator	Integrated Content
Level One: Recall and Reproduction	ACA 5.1 Identify employment opportunities based on certification	Integrate throughout the four individual software application certifications

Notes

Advanced Business Computer Applications

Career Cluster	Business Management and Administration
Course Code	10020
Prerequisite(s)	Business Computer Applications
Credit	0.5
Program of Study and Sequence	Foundations of Technology – Business Computer Applications – **Advanced Business Computer Applications** – Dual Enrollment or Capstone Experience
Student Organization	Future Business Leaders of America (FBLA) and DECA
Coordinating Work-Based Learning	Guest speakers, job shadowing
Industry Certifications	Microsoft Office Specialist (MOS) Expert Microsoft Office Specialist Master (optional)
Dual Credit or Dual Enrollment	NA
Teacher Certification	Business Management & Administration Cluster Endorsement; Business Marketing & Management Pathway Endorsement; Marketing Cluster Endorsement; Sales, Merchandising & Marketing Research Support Pathway Endorsement; K-12 Classroom Technology; *Business Education; *K-12 Educational Technology
Resources	Certiport.com, Microsoft Office

Course Description:

Advanced Business Computer Applications focuses on integrating computer technology with decision-making and problem solving skills. Areas of instruction include expert level applications in word processing and spreadsheet software that prepare students for MOS Expert industry certifications.

Program of Study Application

Advanced Business Computer Applications is a Pathway Course in the Business Management and Administration cluster, Administrative Support pathway. This course would follow the Advanced Computer Applications course and leads to a Capstone Experience.

Course Standards

ECA 1 Students will be able to produce word processing documents implementing expert level features.

Webb Level	Sub-indicator	Integrated Content
Level Two: Skill/Concept	ECA 1.1 Manage document options and settings • Manage Documents and Templates • Prepare Documents for Review • Manage Document Changes	MOS **Word Expert** Certification Exam Objectives: https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Datasheet_Word_EXPERT_2016_020916NB.pdf
Level Two: Skill/Concept	ECA 1.2 Design advanced documents • Perform Advanced Editing and Formatting • Create Styles	See above
Level Three: Strategic Thinking	ECA 1.3 Create advanced references • Create and Manage Indexes • Create and Manage References • Manage Forms, Fields, and Mail Merge Operations	See above
Level Four: Extended Thinking	ECA 1.4 Create custom word elements • Create and Modify Building Blocks, Macros, and Controls • Create Custom Style Sets and Templates • Prepare a document for Internationalization and Accessibility	See above

Notes: Based on MOS Certifications for Office 2016 or as revised

ECA 2 Students will be able to produce spreadsheets implementing expert level features.

Webb Level	Sub-indicator	Integrated Content
Level Two: Skill/Concept	ECA 2.1 Manage workbook options and settings • Manage Workbooks • Manage Workbook Review	MOS **Excel Expert** Certification Exam Objectives: https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Datasheet_Excel_EXPERT_2016_020916NB.pdf
Level Two: Skill/Concept	ECA 2.2 Apply custom data formats and layouts • Apply Custom Data Formats and Validation • Apply Advanced Conditional Formatting and Filtering • Create and Modify Custom Workbook Elements • Prepare a Workbook for Internationalization	See above
Level Three: Strategic Thinking	ECA 2.3 Create advanced formulas • Apply Functions in Formulas • Look up data by using Functions • Apply Advanced Date and Time Functions • Perform Data Analysis and Business Intelligence • Troubleshoot Formulas • Define Named Ranges and Objects	See above
Level Three: Strategic Thinking	ECA 2.4 Create advanced charts and tables • Create Advanced Charts • Create and Manage PivotTables • Create and Manage Pivot Charts	See above

Notes

ECA 3 Explore relevant factors that impact success and satisfaction in MOS-related careers.

Webb Level	Sub-indicator	Integrated Content
Level Two: Skill/Concept	ECA 3.1 Compare and contrast characteristics of MOS-related careers Examples: • Research the geographic demands/limitations for careers of interest • Identify work schedules, organizational cultures, and workplace environments typical of various careers (e.g., work-from-home, shift work, travel, customer interaction, etc.) • Investigate opportunities for career advancement	
Level Two: Skill/Concept	ECA 3.2 Compare and contrast education/training requirements for employment in MOS-related careers Examples: • Identify skill requirements and expectations for a license or certification • Compare and contrast time commitments required for different education/training options (e.g., military, technical school, university, on-the-job-training, apprenticeship, etc.) • Compare and contrast costs required for different education/training options (e.g., military, technical school, university, on-the-job-training, apprenticeship, etc.)	
Level Four: Extended Thinking	ECA 3.3 Investigate and make connections to relevant MOS-related careers Examples: • Connect with local businesses • Connect with post-high school resources • Identify and grow personal network strengths • Tour local businesses or take a field trip to a technical school or university	

Notes