

Arizona's Career and Technical Education & Workplace Skills

Standards Correlation to Virtual Business – Retailing 2.0 (VBR2.0) & Virtual Business – Management 2.0 (VBM2.0) Lessons

Standard	Virtual Business Retailing 2.0	Virtual Business Management 2.0
Business Management and Administrative Services – Level II	✓✓✓	✓✓✓
Business Management and Administrative Services – Level III	✓✓✓	✓✓✓
Marketing, Management and Entrepreneurship - <i>Professional Sales & Marketing, Option A</i>		✓✓
Marketing, Management and Entrepreneurship - <i>E-Commerce, Option B</i>		N/A
Marketing, Management and Entrepreneurship - <i>Entertainment Marketing, Option C</i>		N/A
Marketing, Management and Entrepreneurship - <i>Entrepreneurship, Option D</i>		✓✓
Accounting & Related Services		✓✓
Workplace Skills: Standard 1 Communication	✓✓✓	✓✓✓
Workplace Skills: Standard 2 Computation/Data	✓✓✓	✓✓✓
Workplace Skills: Standard 3 Critical / Creative Thinking Skills	✓✓✓	✓✓✓
Workplace Skills: Standard 4 Individual / Teamwork	✓✓✓	✓✓✓
Workplace Skills: Standard 5 Enhancing Career Options	✓	✓
Workplace Skills: Standard 6 Systems	✓✓✓	✓✓✓
Workplace Skills: Standard 7 Technology Literacy	✓	✓

Workplace Skills: Standard 8 Resource Management	✓✓✓	✓✓✓
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Legend ✓ Some correlation to the standard ✓✓ High correlation to the standard ✓✓✓ Very High correlation to the standard

The information for this standard was found at the following web address during 2/2007:
http://www.aztechprep.org/Vocational_Programs/vocational_programs.html
and <http://www.ade.az.gov/standards/contentstandards.asp>

Business Management and Administrative Services Level II

Competency	Virtual Business Lesson
1.0 Explore a Career Plan	<p>All VBR2.0 & VBM2.0 lessons allow the student to work with various aspects of the complete business cycle. This enables the students to explore their likes, dislikes and individual talents.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
2.0 Explore Job Search Skills	
3.0 Demonstrate Employability Skills	<p>All VBR2.0 & VBM2.0 lessons may be completed within an individual or team environment. Lessons also allow students to constantly evaluate the current business situation and execute a plan that will improve upon the current situation</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
4.0 Apply Communication Skills in Business Situations	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
5.0 Explore the Legal and Ethical Environment in Business	
6.0 Explore Economic Principles of Business Operations and Management	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the current business' product and financial information, which is found in number chart or graph formation, in order to draw conclusions and make decisions regarding the business. The data is exportable to Excel where reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
7.0 Apply Problem Solving and Decision Making Processes to Business Situations	<p>All VBR2.0 & VBM2.0 lessons allow students to view the continuously updated product and financial information of the current business and to plan accordingly</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
8.0 Apply Technology to Support Business	All VBR2.0 & VBM2.0 lessons allow the student

<p>Operations</p>	<p>to view the current business' product and financial information which is exportable to Excel where reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>9.0 Prepare Financial Records and Accounts</p>	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the current business' product and financial information, which is found in number chart or graph formation, in order to draw conclusions and make decisions regarding the business. The data is exportable to Excel where reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>10.0 Apply Marketing Principles to Business Operations</p>	

Business Management and Administrative Services Level III

Competency

Virtual Business Lesson

1.0 Develop an Individual Career Plan	<p>All VBR2.0 & VBM2.0 lessons allow the student to work with various aspects of the complete business cycle. This enables the students to explore their likes, dislikes and individual talents.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
2.0 Prepare for Employment	
3.0 Participate in Work-Based Learning Experiences	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills. The computer is used for all lessons, and various data reporting formats are used to analyze the business and update business plans.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
4.0 Demonstrate Oral Communication Skills	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
5.0 Demonstrate Written Communication Skills	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the current business' product and financial information, which is exportable to Excel where reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
6.0 Evaluate the Role of Small Business in the Economy	<p>New Business Project (VBM2.0) Multiplayer Competition (VBM2.0)</p>
7.0 Demonstrate Business and Financial Management Needed for Entrepreneurs	<p>VBM2.0 Lessons: Resumes & Employee Selection Employee Supervision Strikes, Unions & Collective Bargaining Productivity & Efficiency Sales & Logistics Risk Management & Insurance Forms of Ownership: Capital Forms of Ownership: Taxes Surprise Turnaround New Business Project</p>

	Multiplayer Competition
8.0 Evaluate Leadership Styles Appropriate for the Workplace	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to analyze different communication and response approaches.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
9.0 Participate in Leadership Activities Such as Those Supported by Career / Tech Student Organizations	<p><i>Students can participate in online challenges endorsed by FBLA and DECA.</i></p> <p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
10.0 Explain Business Functions within an Organization	<p>All VBR2.0 & VBM2.0 lessons allow the student to work with various aspects of the complete business cycle.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p> <p><u>Specific VBM2.0 Lessons:</u> Forms of Ownership: Capital Forms of Ownership: Liability Forms of Ownership: Taxes</p>
11.0 Explain Business Ethics	
12.0 Discuss Principals of Economic Systems	
13.0 Discuss Legal Concepts that Apply to Business	
14.0 Demonstrate Marketing Concepts	
15.0 Determine Personal Responsibility and Accountability Activities Consistent with Established Organizational Goals	<p>All VBR2.0 & VBM2.0 lessons may be completed within an individual or team environment. Lessons also allow students to constantly evaluate the current business situation and execute a plan that will improve upon the current situation</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
16.0 Demonstrate General Management Practices	<p><u>VBM2.0 Lessons:</u> Resumes & Employee Selection Employee Opinions Employee Supervision Strikes, Unions & Collective Bargaining Productivity & Efficiency Sales & Logistics Surprise Turnaround New Business Project Multiplayer Competition</p>

<p>17.0 Administrative and Communication Functions</p>	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the current business' product and financial information, which is exportable to Excel where reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>18.0 Demonstrate Human Resource Management Functions</p>	<p><u>VBM2.0 Lessons:</u> Resumes & Employee Selection Employee Opinions Employee Supervision Strikes, Unions & Collective Bargaining Turnaround New Business Project Multiplayer Competition</p>
<p>19.0 Perform General Office Management Functions</p>	<p><u>VBM2.0 Lessons:</u> Resumes & Employee Selection New Business Project Multiplayer Competition</p>
<p>20.0 Use Accounting Information to Make Business Decisions</p>	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the current business' product and financial information, which is exportable to Excel where reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>21.0 Perform Financial Analyses to Make Business Decisions</p>	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the current business' product and financial information, which is exportable to Excel where reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>22.0 Use Computerized Information Systems and Technology</p>	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the current business' product and financial information, which is exportable to Excel where reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>

Marketing, Management and Entrepreneurship (Professional Sales & Marketing, Option A)

Competency

Virtual Business Lesson

1.0 Develop an Individual Career Plan	<p>All VBR2.0 & VBM2.0 lessons allow the student to work with various aspects of the complete business cycle. This enables the students to explore their likes, dislikes and individual talents.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
2.0 Prepare for Employment	
3.0 Participate in Work-Based Learning Experiences	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills. The computer is used for all lessons, and various data reporting formats are used to analyze the business and update business plans.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
4.0 Demonstrate Oral Communication Skills	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
5.0 Demonstrate Written Communication Skills	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the current business' product and financial information, which is exportable to Excel where reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
6.0 Describe the Role of Small Business	<p>New Business Project (VBM2.0) Multiplayer Competition (VBM2.0)</p>
7.0 Demonstrate Business and Financial Management Practices Needed for Entrepreneurs	<p><u>VBM2.0 Lessons:</u> Resumes & Employee Selection Employee Supervision Strikes, Unions & Collective Bargaining Productivity & Efficiency Sales & Logistics Risk Management & Insurance Forms of Ownership: Capital Forms of Ownership: Taxes Surprise</p>

	Turnaround New Business Project Multiplayer Competition
8.0 Evaluate Leadership Styles Appropriate for the Workplace	All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to analyze different communication and response approaches. New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)
9.0 Participate in Leadership Activities, Such as Those Supported by CTE Student Orgs	<i>Students can participate in online challenges endorsed by FBLA and DECA.</i> All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment. New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)
10.0 Explain Fundamental Business, Management, and Entrepreneurial Concepts that Affect Business Decision Making	All VBR2.0 & VBM2.0 lessons allow the student to work with various aspects of the complete business cycle. New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)
11.0 Cultivate Concepts and Strategies Needed to Interact Effectively with Others	All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment. New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)
12.0 Analyze Economic Principles and Concepts Fundaments to Marketing	
13.0 Apply Concepts and Strategies Needed For Career Exploration, Development & Growth	All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment. Students are able explore their likes, dislikes and individual talents within the business cycle. New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)
14.0 Explain the Concepts and Processes Associated with Distribution	<i>VBM2.0</i> simulates managing a distribution warehouse and most of the business aspects contained therein. New Business Project Multiplayer Competition
15.0 Analyze the Financial Concepts Used in	All VBR2.0 & VBM2.0 lessons allow the student

Business Decisions	to view the current business' product and financial information, which is exportable to Excel where reports, analyses and presentations may be generated. New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)
16.0 Examine Concepts, Systems, and Tools Needed to Manage Marketing Information	
17.0 Determine Pricing Strategies to Maximize Return and Meet Customer Perceptions of Value	<u>VBM2.0 Lessons:</u> Sales & Logistics Turnaround New Business Project Multiplayer Competition
18.0 Explain the Management of a Product/Service Mix in Response to Market Trends and Opportunities	
19.0 Select Advertising and Promotion Strategies to Communicate Information	
20.0 Critique Selling Concepts	
21.A Examine Retail Sales	
22.A Examine Other Sales Pathways	<u>VBM2.0 Lessons:</u> Sales & Logistics Turnaround New Business Project Multiplayer Competition
23.A Apply Selling Techniques	
24.A Exercise Market Research Methods	
25.A Analyze Advertising and Public Relations	
26.A Demonstrate Visual Merchandising and Display Techniques	
27.A Examine Legal Issues in Sales	
28.A Develop a Marketing Plan	

Marketing, Management and Entrepreneurship (Entrepreneurship, Option D)

Competency

Virtual Business Lesson

1.0 Explore a Career Plan in the Field of Marketing	
2.0 Practice Practical Job Search Skills for the Marketing Profession	
3.0 Identify Employability Skills Relevant to the Marketing Profession	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills. The computer is used for all lessons, and various data reporting formats are used to analyze the business and update business plans.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
4.0 Analyze Factors that Influence Consumer Behavior	
5.0 Practice Communication Skills Needed in a Marketing Environment	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills. Also, students can view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
6.0 Participate in Leadership Activities Such as those Supported by CTE Student Organizations	<p><i>Students can participate in online challenges endorsed by FBLA and DECA.</i></p> <p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
7.0 Explore Technology Tools to Support Marketing Operations	<p>Students can view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
8.0 Practice Critical Thinking, Problem Solving	All VBR2.0 & VBM2.0 lessons allow students to

and Decision Making Skills Applicable to Marketing	<p>constantly evaluate the current business situation and execute a plan that will improve upon the current situation</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
9.0 Practice Safe Working Procedures for the Marketing Profession	
10.0 Explore the Legal and Ethical Environment of the Marketing Profession	
11.0 Explore Economic Principles Related to Marketing	<p>VBM2.0 Lessons: Resumes & Employee Selection Employee Supervision Strikes, Unions & Collective Bargaining Productivity & Efficiency Sales & Logistics Risk Management & Insurance Surprise Turnaround New Business Project Multiplayer Competition</p>
12.0 Create Digital Media Products Required in a Marketing Workplace	
13.0 Develop an Individual Career Plan for the Marketing Profession	
14.0 Prepare for Employment in the Marketing Field	
15.0 Participate in Work-Based Learning Experiences in the Marketing Field	
16.0 Demonstrate Oral Communication Skills for the Marketing Field	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
17.0 Demonstrate Written Communication Skills for Marketing Field	<p>All VBR2.0 and VBM2.0 Lessons allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
18.0 Evaluate the Role of a Marketing Business in the Economy	
19.0 Demonstrate Business and Financial Management Practices Needed for Marketing Entrepreneurs	
20.0 Evaluate Leadership Styles Appropriate for the Marketing Workplace	
21.0 Participate in Leadership Activities – Such as Those Supported by CTE Student Orgs	<p><i>Students can participate in online challenges endorsed by FBLA and DECA.</i></p> <p>All VBR2.0 & VBM2.0 lessons are able to be</p>

	<p>completed within an individual or team environment.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
22.0 Explain Fundamental Business, Management & Entrepreneurial Concepts that Affect Business Decision Making	<p>All VBR2.0 & VBM2.0 lessons allow the student to work with various aspects of the complete business cycle.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
23.0 Cultivate Concepts and Strategies Needed to Interact Effectively with Others	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
24.0 Analyze Economic Principles & Concepts Fundamental to Marketing	
25.0 Apply Concepts and Strategies Needed for Career Exploration, Development & Growth	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment. Students are able explore their likes, dislikes and individual talents within the business cycle.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
26.0 Explain the Concepts and Processes Associated with Distribution	<p>VBM2.0 simulates managing a distribution warehouse.</p> <p>New Business Project Multiplayer Competition</p>
27.0 Analyze the Financial Concepts Used in Business Decisions	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the current business' product and financial information, which is exportable to Excel where reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
28.0 Examine Concepts, Systems & Tools Needed to Manage Marketing Information	
29.0 Determine Pricing Strategies to Maximize Return and Meet Customers Perceptions of Value	<p><u>VBM2.0 Lessons:</u> Sales & Logistics Turnaround New Business Project Multiplayer Competition</p>
30.0 Explain the Management of a Product/Service Mix in Response to Market	

Trends and Opportunities	
31. Select Advertising and Promotion Strategies to Communicate Information	
32. Critique Selling Concepts	
33.0 Determine the Importance of Entrepreneurship	<u>VBM2.0 Lessons:</u> Forms of Ownership: Capital Forms of Ownership: Liability Forms of Ownership: Taxes New Business Project Multiplayer Competition
34.0 Develop a Business Plan for a New Business	New Store Project (VBR2.0) Multiplayer Competition (VBR2.0 , VBM2.0) New Business Project (VBM2.0)
35.0 Develop a Marketing Strategy for a New Business	<u>VBM2.0 Lessons:</u> Sales & Logistics New Business Project Multiplayer Competition
36.0 Investigate Business Set Up	<u>VBM2.0 Lessons:</u> Productivity & Efficiency Sales & Logistics New Business Project Multiplayer Competition
37.0 Develop a Financial Plan for a Small Business	All VBR2.0 & VBM2.0 lessons allow the student to view the current business' product and financial information, which is exportable to Excel where reports, analyses and presentations may be generated. New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)
38.0 Examine the Role of Human Resources and Management in the Operation of a Small Business	<u>VBM2.0 Lessons:</u> Resumes & Employee Selection Employee Opinions Employee Supervision Strikes, Unions & Collective Bargaining Forms of Ownership: Taxes Turnaround New Business Project Multiplayer Competition
39.0 Distinguish Legal & Ethical Obligations of Entrepreneurship	
40.0 Determine a Strategy for Growth	All VBR2.0 & VBM2.0 lessons allow the student to view the current business' product and financial information, which is exportable to Excel where reports, analyses and presentations may be generated. New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)

Accounting & Related Services

Competency	Virtual Business Lesson
1.0 Explore Careers in the Accounting and Related Services Profession	
2.0 Demonstrate Job Search Skills	
3.0 Demonstrate Employability Skills	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills. The computer is used for all lessons, and various data reporting formats are used to analyze the business and update business plans.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
4.0 Participate in Leadership Activities Such as those Supported by CTE Student Organizations	<p><i>Students can participate in online challenges endorsed by FBLA and DECA.</i></p> <p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
5.0 Practice Effective Communication Skills for the Accounting and Related Services Professions	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills. Lessons also allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
6.0 Develop Interpersonal Relationship Skills Required for the Accounting and Related Services Professions	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
7.0 Demonstrate Technology Skills Required for and Accounting Professional	<p>All VBR2.0 & VBM2.0 lessons also allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p>

	<p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
8.0 Apply Problem Solving and Decision Making Processes to Accounting Situations	<p>All VBR2.0 & VBM2.0 lessons also allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
9.0 Develop Resource Management Skills Applicable to Accounting and Related Services	<p>All VBR2.0 & VBM2.0 lessons also allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
10.0 Prepare Financial Records and Accounts	<p>All VBR2.0 & VBM2.0 lessons also allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
11.0 Explore the Legal and Ethical Environment of the Accounting and Related Services Professions	
12.0 Apply Mathematical Processes to Problems in Accounting and Related Services	<p>All VBR2.0 & VBM2.0 lessons also allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
13.0 Practice Safe Work Habits for the Accounting and Related Services Environment	
14.0 Develop Career Plan in Accounting and Related Services	<p>All VBR2.0 & VBM2.0 lessons allow the student to work with various aspects of the complete business cycle. This enables the students to explore their likes, dislikes and individual talents.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>

15.0 Prepare for Employment Accounting and Related Services	
16.0 Participate in Accounting and Related Services Work-Based Learning Experiences	
17.0 Demonstrate Oral Communication Skills for an Accounting Environment	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
18.0 Demonstrate Written Communication Skills for an Accounting Environment	<p>All VBR2.0 and VBM2.0 Lessons allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
19.0 Evaluate the Role of an Accounting Small Business in the Economy	<p><u>VBM2.0 Lessons:</u> Forms of Ownership: Capital Forms of Ownership: Liability Forms of Ownership: Taxes</p>
20.0 Demonstrate Business and Financial Management Practices Needed for Entrepreneurs	<p>All VBR2.0 and VBM2.0 Lessons allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
21.0 Evaluate Leadership Styles Appropriate for an Accounting Workplace	
22.0 Participate in Leadership Activities, Such as Those Supported by CTE Student Orgs	<p><i>Students can participate in online challenges endorsed by FBLA and DECA.</i></p> <p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
23.0 Demonstrate the Steps of the Accounting Cycle	
24.0 Determine Payroll	
25.0 Generate Procedures for Cash Control	
26.0 Determine Procedures for Accounts Receivable and Accounts Payable	
27.0 Valuate Assets, Liabilities, and Owner's Equity	
28.0 Appraise Forms of Business Ownership	<u>VBM2.0 Lessons:</u>

	Forms of Ownership: Capital Forms of Ownership: Liability Forms of Ownership: Taxes
29.0 Assess the Financial Performance of a Business	All VBR2.0 and VBM2.0 Lessons allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated. New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)
30.0 Use Accounting Technology in Managing Financial Information	All VBR2.0 and VBM2.0 Lessons allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated. New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)
31.0 Examine Ethical Standards in Accounting	
32.0 Explore Economic Principles of Managerial Accounting and Related Services	
33.0 Explore Accounting and Related Services Systems Theory and Practice	

Workplace Skills

Standard 1

Students use principles of effective oral, written, and listening communication skills to make decisions and solve workplace problems.

Proficiency	Virtual Business Lesson
Exhibit interviewing skills	
Respond to verbal and nonverbal messages in ways that demonstrate understanding	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Communicate a clear message and respond to listener feedback	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Participate in conversation, discussion and/or group presentations using verbal and nonverbal communication with appropriate style and tone for audience and occasion	<p>All VBR2.0 & VBM2.0 lessons are able to be completed within an individual or team environment which would allow students to work on communication and response skills.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Maintain records and information completely and accurately	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the product and financial records of the business.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Create documents (e.g., letters, memos, manuals, graphs, flowcharts, directions, reports and proposals) that are clear, appropriate to the audience, subject matter and purpose, and exhibit the writer's use of correct grammar, spelling and punctuation	<p>All VBR2.0 and VBM2.0 Lessons allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Respond to informal and formal speeches using illustrations, statistics, comparisons and analogies to critique the effectiveness of presentations	<p>All VBR2.0 & VBM2.0 lessons have the capabilities of allowing students to generate reports and presentations which would be able to be critiqued by one another in the class.</p>

	<p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Summarize information from reading material, clearly and succinctly articulating its major points and proposals</p>	
<p>Infer and locate the meaning of unknown or technical vocabulary</p>	<p>All VBR2.0 & VBM2.0 lessons allow students to click on terms within the program if they do not understand their meaning and a definition will appear.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Research and synthesize information and develop a written document to convey that information which is appropriate to the audience</p>	<p>All VBR2.0 and VBM2.0 Lessons allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Deliver a polished or impromptu speech that is organized and well suited to the audience, using effective body language and voice inflection to clarify and defend positions</p>	<p>All VBR2.0 and VBM2.0 Lessons allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Conduct a thoughtful interview, taking appropriate notes and summarizing the information learned</p>	
<p>Use clear, concise and cogent language when presenting analytical responses to workplace literature, conveying technical information, and explaining complex concepts and procedures</p>	<p>All VBR2.0 and VBM2.0 Lessons allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Plan and produce an effective visual technical report or display</p>	<p>All VBR2.0 and VBM2.0 Lessons allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>

<p>Draw conclusions and make predictions from technical information and data</p>	<p>All VBR2.0 & VBM2.0 lessons allow the student to work with the product and financial information of the current business which is found in number chart or graph formation in order to draw conclusions and make decisions regarding the business.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Identify a problem, conduct research, and summarize the findings and solutions, using sources such as technical journals and government publications to support the original thesis</p>	
<p>Express and defend their points of view by formulating sound, rational arguments and applying the art of persuasion and debate</p>	<p>All VBR2.0 & VBM2.0 lessons require students to use their knowledge and the given information about the current business in order to execute sound business decisions which may be shared with the other students within the class.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>

Workplace Skills Standard 2

Students apply computation skills and data analysis techniques to make decisions and solve workplace problems.

Proficiency	Virtual Business Lesson
<p>Select and use appropriate computation techniques (i.e., mental, paper and pencil, and technology) to solve problems and determine the accuracy of results</p>	<p>All VBR2.0 and VBM2.0 Lessons allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Construct projections and trends from raw data, charts, tables and graphs that summarize data from real-world situations</p>	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the product and financial information of the business in number chart or graph format.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Analyze inferences from charts, tables and</p>	<p>All VBR2.0 & VBM2.0 lessons allow the student</p>

<p>graphs that summarize data</p>	<p>to view the product and financial information of the business in number chart or graph format.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Use appropriate technology to display and analyze workplace data</p>	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the product and financial information of the business in number chart or graph format.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Evaluate data for interpretation and prediction</p>	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the product and financial information of the business in number chart or graph format.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Test possible solutions using appropriate statistics</p>	<p><u>VBR2.0 Lessons:</u> Pricing Promotion Staffing Purchasing Financing Merchandising Security Turnaround New Store Project Multiplayer Competitions</p> <p><u>VBM2.0 Lessons:</u> Resumes & Employee Selection Employee Opinions Employee Supervision Strikes, Unions & Collective Bargaining Productivity & Efficiency Sales & Logistics Risk Management & Insurance Surprise Turnaround Forms of Ownership: Capital Forms of Ownership: Liability Forms of Ownership: Taxes New Business Project Multiplayer Competition</p>

Workplace Skills Standard 3

Students apply critical and creative thinking skills to make decisions and solve workplace problems.

Proficiency	Virtual Business Lesson
Develop a plan to solve complex problems by gathering, selecting and analyzing data; include determining the history and politics of the situation	All VBR2.0 & VBM2.0 lessons require the student to complete certain objectives and all include data that may be analyzed in order to complete these objectives. New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)
Identify and allocate available resources (e.g., time, money, materials, facilities and human)	<u>VBR2.0 Lessons:</u> Turnaround Financing Supply and Demand Merchandising New Store Project Multiplayer Competitions <u>VBM2.0 Lessons:</u> Resumes & Employee Selection Employee Supervision Strikes, Unions & Collective Bargaining Productivity & Efficiency Sales & Logistics Surprise Turnaround New Business Project Multiplayer Competition
Design and justify solutions by tracking and evaluating the results	All VBR2.0 and VBM2.0 Lessons allow the students to view the current business' product and financial information, which is exportable to Excel, where written reports, analyses and presentations may be generated. New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)
Demonstrate the ability to adapt new information to changing situations and requirements	New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)
Combine ideas or information in new ways, make connections between seemingly unrelated ideas and reshape goals in ways that reveal new possibilities to solve problems	All VBR2.0 & VBM2.0 lessons allow students to explore the given business information and make creative as well as informed decisions regarding this information. New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)

<p>Develop an inventory record keeping system to maintain data and information in a systematic fashion</p>	<p><u>VBR2.0 Lessons:</u> Purchasing New Store Project Multiplayer Competitions</p> <p><u>VBM2.0 Lessons:</u> Productivity & Logistics New Business Project Multiplayer Competition</p>
<p>Apply a continuous improvement process to an existing business</p>	<p>All VBR2.0 & VBM2.0 activities request that the student continually make decisions and adjustments in order to improve the business that he or she is working on.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Conduct a comprehensive workplace needs assessment, communicate their findings to the employer, and develop and defend a set of proposed solutions to address the needs</p>	<p><u>VBR2.0 Lessons:</u> Staffing Turnaround New Store Project Multiplayer Competitions</p> <p><u>VBM2.0 Lessons:</u> Resumes & Employee Selection Employee Opinions Employee Supervision Strikes, Unions & Collective Bargaining Turnaround Productivity & Logistics New Business Project Multiplayer Competition</p>

Workplace Skills Standard 4

Students work individually and collaboratively within team settings to accomplish objectives.

Proficiency	Virtual Business Lesson
<p>Demonstrate ability to work with others from diverse backgrounds, including identifying individual interests, aptitudes and skills; teach others new skills</p>	<p>All VBR2.0 & VBM2.0 lessons may be completed within an individual or team environment.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Understand group dynamics</p>	<p>All VBR2.0 & VBM2.0 lessons may be completed within an individual or team environment.</p>

	<p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Work toward consensus by exchanging resources and resolving divergent interests</p>	<p>All VBR2.0 & VBM2.0 lessons may be completed within an individual or team environment.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Monitor individual performance and team effectiveness</p>	<p>All VBR2.0 & VBM2.0 lessons may be completed within an individual or team environment.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Provide constructive feedback</p>	<p>All VBR2.0 & VBM2.0 lessons may be completed within an individual or team environment.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Assume leadership roles in team settings to accomplish tasks</p>	<p>All VBR2.0 & VBM2.0 lessons may be completed within an individual or team environment.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Demonstrate punctuality, trustworthiness, civility and initiative on school projects</p>	<p>All VBR2.0 & VBM2.0 lessons may be completed within an individual or team environment.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Negotiate solutions to identified conflicts by separating people from the problem; focusing on interests, not positions; inventing options for mutual gain; and insisting on the use of objective criteria</p>	
<p>Work and communicate with diverse clients, customers and community to satisfy their expectations</p>	<p>All VBR2.0 & VBM2.0 lessons allow the student to monitor customer/client relations via customer comments.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
<p>Demonstrate teamwork and negotiation skills in innovative and effective ways to accomplish tasks</p>	<p>All VBR2.0 & VBM2.0 lessons may be completed within an individual or team environment.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>

Pursue difficult and challenging leadership roles	<p>All VBR2.0 & VBM2.0 lessons may be completed within an individual or team environment.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
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Workplace Skills Standard 5

Students will demonstrate a set of marketable skills that enhance career options.

Proficiency	Virtual Business Lesson
Write, evaluate and revise a career plan consistent with occupational interests, aptitudes and abilities	
Demonstrate job acquisition skills by completing resume and job applications and by demonstrating interviewing techniques	
Exhibit work ethics and behaviors essential for success in all areas of life	<p>All VBR2.0 & VBM2.0 lessons allow students to develop appropriate decision-making skills critical to many life areas.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Demonstrate marketable occupational skills for an entry-level job based on career interests	<p>All VBR2.0 & VBM2.0 lessons allow students to explore all of the functions involved in operating a business.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Evaluate goals and career options and adjust their career plans accordingly	
Increase academic and occupational skills to become more marketable	<p>All VBR2.0 & VBM2.0 lessons allow students to explore all of the functions involved in operating a business.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Evaluate career plans on a continuous basis to determine appropriate educational strategies	<p>All VBR2.0 & VBM2.0 lessons allow the student to work with various aspects of the complete business cycle. This enables the students to explore their likes, dislikes and individual talents.</p> <p>New Store Project (VBR2.0)</p>

	Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)
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Workplace Skills Standard 6

Students illustrate how social, organizational and technological systems function

Proficiency	Virtual Business Lesson
Draft and interpret an organizational chart	
Evaluate the quality and performance of workplace systems, distinguish trends, and recommend improvements and modifications to an existing system to improve products or services	<p><u>VBR2.0 Lessons:</u> Staffing Purchasing Security Turnaround New Store Project Multiplayer Competitions</p> <p><u>VBM2.0 Lessons:</u> Resumes & Employee Selection Employee Opinions Employee Supervision Strikes, Unions & Collective Bargaining Productivity & Efficiency Sales & Logistics Surprise Turnaround Productivity & Logistics New Business Project Multiplayer Competition</p>
Understand how changing a component of a system (e.g., changing how employees are assigned to work shifts, using the Internet) impacts the whole system	<p><u>VBR2.0 Lessons:</u> Staffing Security Merchandising Turnaround New Store Project Multiplayer Competitions</p> <p><u>VBM2.0 Lessons:</u> Resumes & Employee Selection Employee Opinions Employee Supervision Strikes, Unions & Collective Bargaining Productivity & Efficiency Sales & Logistics Surprise Turnaround Productivity & Logistics New Business Project Multiplayer Competition</p>
Predict the impact of actions on system	All VBR2.0 & VBM2.0 lessons allow students to

operations, diagnose deviations in the function of systems/organizations, and take necessary action to correct performance	<p>evaluate the current business situation and execute a plan that will improve upon the current situation.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Anticipate and project potential modification of systems to meet the needs of a changing society	<p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>

Workplace Skills Standard 7

Students demonstrate technological literacy for productivity in the workplace.

Proficiency	Virtual Business Lesson
Select and use appropriate technology to organize, send and receive information	
Analyze the impact of technological changes on tasks, people and society	
Demonstrate computer operation skills such as computer-aided drafting and computer-integrated manufacturing with other technologies in a variety of applications within a workplace setting	
Design technologies which go beyond any existing technology	
Adapt technology use to expand academic and personal growth	
Identify or solve problems with computers and other technologies	<p>All VBR2.0 & VBM2.0 lessons require that the student use the computer to run the simulations.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>

Workplace Skills Standard 8

Students apply principles of resource management and develop skills that promote personal and professional well-being.

Proficiency	Virtual Business Lesson
Set and prioritize their goals, estimate the time required to complete each assigned task, and prepare and follow the timeline/schedule	<p>All VBR2.0 & VBM2.0 lessons are meant to be completed within the time allotted by the instructor.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Prepare a short- and long-term personal budget; make expenditure, revenue and savings forecasts; maintain proper records	<p>All VBR2.0 & VBM2.0 lessons allow students to view the continuously updated product and financial information of the current business and to plan accordingly.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Evaluate the impact of health choices (e.g., smoking, substance abuse, exercise) on personal and professional well-being	
Identify strategies for balancing self, family, work, leisure and citizenship; ways to reduce the impact of stress; and how both relate to personal and career satisfaction	
Design a Request for Proposal process	New Store Project (VBR2.0)
Maintain a personal management system by setting goals, managing resources, and balancing life choices to accomplish career and life satisfaction	<p>All VBR2.0 & VBM2.0 lessons allow the student to set goals and strive for better outcomes with each of the lessons.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Select relevant goals, prioritize them, allocate time to each, and prepare and follow schedules when solving workplace or school projects	<p>All VBR2.0 & VBM2.0 lessons allow the student to set goals and strive for better outcomes with each of the lessons.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Organize and efficiently allocate material, facilities, supplies, parts and equipment to optimize their use in personal and professional goal attainment	
Prepare budgets and make cost and revenue forecasts in a business, reconciling differences between inventory and financial records, and projecting resource needs over time	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the current business' product and financial information which is exportable to Excel where reports, analyses and presentations may be generated.</p>

	<p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Design a task analysis flow chart	
Assess knowledge and skills, delegate work accordingly, evaluate performance and provide feedback on human resources when working on a team project	<p><u>VBM2.0 Lessons:</u> Resumes & Employee Selection Employee Opinions Employee Supervision Strikes, Unions & Collective Bargaining Turnaround New Business Project Multiplayer Competition</p>
Design a computer-generated workplace document with narrative and graphics, using desktop publishing software	<p>All VBR2.0 & VBM2.0 lessons allow the student to view the current business' product and financial information which is exportable to Excel where reports, analyses and presentations may be generated.</p> <p>New Store Project (VBR2.0) Multiplayer Competitions (VBR2.0, VBM2.0) New Business Project (VBM2.0)</p>
Demonstrate an understanding of First-In First-Out (FIFO), Last-In First-Out (LIFO) and Just-in-Time inventory systems	<p><u>VBR2.0 Lessons:</u> Purchasing New Store Project Multiplayer Competitions</p>
Develop a workplace staffing plan and write job descriptions	<p><u>VBR2.0 Lessons:</u> Purchasing New Store Project Multiplayer Competitions</p> <p><u>VBM2.0 Lessons:</u> Resumes & Employee Selection Employee Opinions Employee Supervision Strikes, Unions & Collective Bargaining Turnaround New Business Project Multiplayer Competitions</p>
Develop a bill processing system	