

**SCANS Skills & Competencies**  
 Correlation to  
**Virtual Business – Retailing 2.0 (VBR2.0)**  
 &  
**Virtual Business – Management 2.0 (VBM2.0)**

<b>Foundation Skill</b>	<b>Virtual Business – Retailing 2.0</b>	<b>Virtual Business – Management 2.0</b>
Basic Skills	✓✓✓	✓✓✓
Thinking Skills	✓✓✓	✓✓✓
Personal Qualities	✓✓✓	✓✓✓
<b>Competencies</b>	<b>Virtual Business – Retailing 2.0</b>	<b>Virtual Business – Management 2.0</b>
Resources	✓✓✓	✓✓✓
Interpersonal	✓✓✓	✓✓✓
Information	✓✓✓	✓✓✓
Systems	✓✓	✓✓
Technology	✓	✓

Legend: ✓ Some Correlation to the Skill ✓✓ High Correlation to the Skill ✓✓✓ Very High Correlation to the Skill  
 The information for this correlation was found on the following website during 05/2006:  
<http://www.academicinnovations.com/report.html#read>

### Basic Skill

### Virtual Business

<p>F1 Reading: Locates, understands, and interprets written information in prose and documents—including manuals, graphs, and schedules—to perform tasks; learns from text by determining the main idea or essential message; identifies relevant details, facts, and specifications; infers or locates the meaning of unknown or technical vocabulary; and judges the accuracy, appropriateness, style, and plausibility of reports, proposals, or theories of other writers.</p>	<p>All VBR2.0 &amp; VBM2.0 lessons require students to read given information, interpret graphs and charts and use this information to make informed decisions throughout the lesson, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
<p>F2 Writing: Communicates thoughts, ideas, information, and messages in writing; records information completely and accurately; composes and creates documents such as letters, directions, manuals, reports, proposals, graphs, flow charts; uses language, style, organization, and format appropriate to the subject matter, purpose, and audience. Includes supporting documentation and attends to level of detail; checks, edits, and revises for correct information, appropriate emphasis, form, grammar, spelling, and punctuation.</p>	<p>All VBR2.0 &amp; VBM2.0 lessons allow students to complete their work within the simulation and then report on their findings using charts and graphs that were generated from the decisions that they made, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
<p>F3 Arithmetic: Performs basic computations; uses basic numerical concepts such as whole numbers and percentages in practical situations; makes reasonable estimates of arithmetic results without a calculator, and uses tables, graphs, diagrams, and charts to obtain or convey quantitative information.</p>	<p>All VBR2.0 &amp; VBM2.0 lessons require that students make some basic computations as well as interpret charts and graphs that were generated based on the decisions they made regarding the business that they are managing, New Store Project (VBR2.0), New Business Project (VBM2.0) Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
<p>F4 Mathematics: Approaches practical problems by choosing appropriately from a variety of mathematical techniques; uses quantitative data to construct logical explanations for real world situations; expresses mathematical ideas and concepts orally and in writing; and understands the role of chance in the occurrence and prediction of events.</p>	<p>All VBR2.0 &amp; VBM2.0 lessons allow students to utilize various mathematical techniques using given information in order to explain occurrences in their business and make informed decisions regarding their business, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
<p>F5 Listening: Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to the purpose; for example, to comprehend; to learn; to critically evaluate; to appreciate; or to support the speaker.</p>	<p>All VBR2.0 &amp; VBM2.0 lessons may be completed within team environments which would require students to listen to one another's thoughts and ideas and proceed with an agreed upon solution, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
<p>F6 Speaking: Organizes ideas and communicates oral messages appropriate to listeners and situations; participates in</p>	<p>All VBR2.0 &amp; VBM2.0 lessons may be completed within team environments which would require students to listen to one</p>

<p>conversation, discussion, and group presentations; selects an appropriate medium for conveying a message; uses verbal language and other cues such as body language appropriate in style, tone, and level of complexity to the audience and the occasion; speaks clearly and communicates a message; understands and responds to listener feedback; and asks questions when needed.</p>	<p>another's thoughts and ideas and proceed with an agreed upon solution; Instructors may opt to have students report upon the decisions they implemented for their business and share the outcome with the entire class utilizing a presentation format, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
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### Thinking Skill

### Virtual Business

<p>F7 Creative Thinking: Uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.</p>	<p>Promotion (VBR2.0), Merchandising (VBR2.0), Market Research (VBR2.0), Targeted Marketing (VBR2.0), Advanced Promotion (VBR2.0), Turnaround (VBR2.0), Productivity &amp; Efficiency (VBM2.0), Sales &amp; Logistics (VBM2.0), Surprise (VBM2.0), Turnaround (VBM2.0), New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
<p>F8 Decision Making: Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives.</p>	<p>New Store Project (VBR2.0), Pricing (VBR2.0), Staffing (VBR2.0), Purchasing (VBR2.0), Financing (VBR2.0), Merchandising (VBR2.0), Security (VBR2.0), Advanced Promotion (VBR2.0), Turnaround (VBR2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0), Resumes &amp; Employee Selection (VBM2.0), Employee Opinions (VBM2.0), Employee Supervision (VBM2.0), Strikes, Unions &amp; Collective Bargaining (VBM2.0), Productivity &amp; Efficiency (VBM2.0), Sales &amp; Logistics (VBM2.0), Risk Management &amp; Insurance (VBM2.0), Forms of Ownership: Capital (VBM2.0), Forms of Ownership: Liability (VBM2.0), Forms of Ownership: Taxes (VBM2.0), Surprise (VBM2.0), Turnaround (VBM2.0), New Business Project (VBM2.0)</p>
<p>F9 Problem Solving: Recognizes that a problem exists (i.e., there is a discrepancy between what is and what should or could be), identifies possible reasons for the discrepancy, and devises and implements a plan of action to resolve it. Evaluates and monitors progress, and revises plan as indicated by findings.</p>	<p>All VBR2.0 &amp; VBM2.0 lessons challenge students to find the problem areas in each lesson and to utilize the information provided to make informed decisions in order to correct these problems and increase profitability, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
<p>F10 Seeing Things in the Mind's Eye: Organizes and processes symbols, pictures, graphs, objects or other information; for example, sees a building from a blueprint, a system's operation from schematics, the flow of work activities from narrative descriptions, or the taste of food from reading a recipe.</p>	<p>All VBR2.0 &amp; VBM2.0 lessons require the student to look at graphs, charts, schedules, views and processes in order to make informed decisions regarding the current business, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>

<p>F11 Knowing How to Learn: Recognizes and can use learning techniques to apply and adapt new knowledge and skills in both familiar and changing situations. Involves being aware of learning tools such as personal learning styles (visual, aural, etc.), formal learning strategies (note taking or clustering items that share some characteristics), and informal learning strategies (awareness of unidentified false assumptions that may lead to faulty conclusions).</p>	<p>All VBR2.0 &amp; VBM2.0 lessons require students to observe current business situations and use different learning techniques to determine the cause of the situations and how the situations may be approved upon or remedied, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
<p>F12 Reasoning: Discovers a rule or principle underlying the relationship between two or more objects and applies it in solving a problem. For example, uses logic to draw conclusions from available information, extracts rules or principles from a set of objects or written text; applies rules and principles to a new situation, or determines which conclusions are correct when given a set of facts and a set of conclusions.</p>	<p>All VBR2.0 &amp; VBM2.0 lessons require students to implement decisions, monitor results and apply reasoning capabilities to determine the best outcome, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>

**Personal Qualities**

**Virtual Business**

<p>F13 Responsibility: Exerts a high level of effort and perseverance toward goals attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well, and displaying a high level of concentration even when assigned an unpleasant task. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.</p>	<p>All VBR2.0 &amp; VBM2.0 lessons require students to run the current business to the best of their ability; students must focus on the task at hand and work towards completing that task within the given time period, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
<p>F14 Self-Esteem: Believes in own self-worth and maintains a positive view of self; demonstrates knowledge of own skills and abilities; is aware of impact on others; and knows own emotional capacity and needs and how to address them.</p>	<p>All VBR2.0 &amp; VBM2.0 lessons require students to demonstrate their knowledge and skills pertaining to operating a business; the instructor may choose to encourage the students to share thoughts and outcomes with one another after lessons have been completed, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
<p>F15 Sociability: Demonstrates understanding, friendliness, adaptability, empathy, and politeness in new and on-going group settings. Asserts self in familiar and unfamiliar social situations; relates well to others; responds appropriately as the situation requires; and takes an interest in what others say and do.</p>	<p>All VBR2.0 &amp; VBM2.0 lessons may be completed within team environments which would require students to listen to one another's thoughts and ideas and proceed with an agreed upon solution; Instructors may opt to have students report upon the decisions they implemented for their business and share the outcome with the entire class utilizing a presentation format, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
<p>F16 Self-Management: Assesses own</p>	<p>All VBR2.0 &amp; VBM2.0 lessons challenge</p>

knowledge, skills, and abilities accurately; set well-defined and realistic personal goals; monitors progress toward goal attainment and motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and non-defensively; is a "self-starter."	students to meet certain goals and objectives and allow the students to monitor their progress through key indicators, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 & VBM2.0)
F17 Integrity/Honesty: Can be trusted. Recognizes when faced with making a decision or exhibiting behavior that may break with commonly-held personal or societal values; understands the impact of violating these beliefs and codes on an organization, self, and others; and chooses an ethical course of action.	

<b>Resource Competency</b>	<b>Virtual Business</b>
C1 Allocates Time: Selects relevant, goal-related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules.	All VBR2.0 & VBM2.0 lessons should be completed within the time period given by the instructor, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 & VBM2.0)
C2 Allocates Money: Uses or prepares budgets, including making cost and revenue forecasts, keeps detailed records to track budget performance, and makes appropriate adjustments.	Promotion (VBR2.0), Targeted Marketing (VBR2.0), Turnaround (VBR2.0), New Store Project (VBR2.0), Multiplayer Competitions (VBR2.0 & VBM2.0), Resumes & Employee Selection (VBM2.0), Strikes, Unions & Collective Bargaining (VBM2.0), Risk Management & Insurance (VBM2.0), Forms of Ownership: Capital (VBM2.0), Forms of Ownership: Taxes (VBM2.0), Turnaround (VBM2.0), New Business Project (VBM2.0)
C3 Allocates Material and Facility Resources: Acquires, stores, and distributes materials, supplies, parts, equipment, space, or final products in order to make the best use of them.	New Store Project (VBR2.0), Multiplayer Competitions (VBR2.0 & VBM2.0), Merchandising (VBR2.0), Purchasing (VBR2.0), Turnaround (VBR2.0), Productivity & Efficiency (VBM2.0), Sales & Logistics (VBM2.0), Turnaround (VBM2.0), New Business Project (VBM2.0)
C4 Allocates Human Resources: Assesses knowledge and skills and distributes work accordingly, evaluates performance, and provides feedback.	Resumes & Employee Selection (VBM2.0), Employee Opinions (VBM2.0), Employee Supervision (VBM2.0), Strikes, Unions & Collective Bargaining (VBM2.0), Turnaround (VBM2.0), New Business Project (VBM2.0)

<b>Information Competency</b>	<b>Virtual Business</b>
C5 Acquires and Evaluates Information: Identifies need for data, obtains it from existing sources or creates it, and evaluates its	All VBR2.0 & VBM2.0 lessons require students to evaluate the current business' product and financial information to aid in the decision

relevance and accuracy.	making process, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 & VBM2.0)
C6 Organizes and Maintains Information: Organizes, processes, and maintains written or computerized records and other forms of information in a systematic fashion.	New Store Project (VBR2.0), New Business Project (VBM2.0)
C7 Interprets and Communicates Information: Selects and analyzes information and communicates the results to others using oral, written, graphic, pictorial, or multi-media methods.	All VBR2.0 & VBM2.0 lessons contain product and financial information which is exportable to Excel where analysis, calculations and presentations may be generated, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 & VBM2.0)
C8 Uses Computers to Process Information: Employs computers to acquire, organize, analyze, and communicate information.	All VBR2.0 & VBM2.0 lessons require students to use the computer to analyze and complete the lessons, New Store Project (VBR2.0), New Business Project (VBM2.0)

### Interpersonal Competency

### Virtual Business

C9 Participates as a Member of a Team: Works cooperatively with others and contributes to group with ideas, suggestions, and effort.	All VBR2.0 & VBM2.0 lessons may be completed in an individual or group environment, New Store Project (VBR2.0), New Business Project (VBM2.0) Multiplayer Competitions (VBR2.0 & VBM2.0)
C10 Teaches others: Helps others learn.	All VBR2.0 & VBM2.0 lessons may be completed in an individual or group environment, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 & VBM2.0)
C11 Serves Clients/Customers: Works and communicates with clients and customers to satisfy their expectations.	Targeted Marketing (VBR2.0), Market Research (VBR2.0), Productivity & Efficiency (VBM2.0), Sales & Logistics (VBM2.0), Employee Supervision (VBM2.0), Turnaround (VBM2.0), New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 & VBM2.0)
C12 Exercises Leadership: Communicates thoughts, feelings, and Ideas to justify a position, encourages, persuades, convinces, or otherwise motivates an individual or groups, including responsibility challenging existing procedures, policies, or authority.	All VBR2.0 & VBM2.0 lessons may be completed within an individual or group environment, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 & VBM2.0)
C13 Negotiates to Arrive at a Decision: Works toward an agreement that may involve exchanging specific resources or resolving divergent interests.	All VBR2.0 & VBM2.0 lessons may be completed within an individual or group environment, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 & VBM2.0)
C14 Works with Cultural Diversity: Works well with men and women and with a variety of ethnic, social, or educational backgrounds.	All VBR2.0 & VBM2.0 lessons may be completed within an individual or group environment, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 & VBM2.0)

### Systems Competency

### Virtual Business

<p>C15 Understands Systems: Knows how social, organizational, and technological systems work and operates effectively within them.</p>	<p>Staffing (VBR2.0), Turnaround (VBR2.0), Purchasing (VBR2.0), Resumes &amp; Employee Selection (VBM2.0), Employee Opinions (VBM2.0), Employee Supervision (VBM2.0), Strikes, Unions &amp; Collective Bargaining (VBM2.0), Productivity &amp; Efficiency (VBM2.0), Sales &amp; Logistics (VBM2.0), Risk Management &amp; Insurance (VBM2.0), Forms of Ownership: Capital (VBM2.0), Forms of Ownership: Liability (VBM2.0), Forms of Ownership: Taxes (VBM2.0), Surprise (VBM2.0), Turnaround (VBM2.0), New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
<p>C16 Monitors and Corrects Performance: Distinguishes trends, predicts impact of actions on system operations, diagnoses deviations in the function of a system/organization, and takes necessary action to correct performance.</p>	<p>Pricing (VBR2.0), Purchasing (VBR2.0), Staffing (VBR2.0), Financing (VBR2.0), Targeted Marketing (VBR2.0), Merchandising (VBR2.0), Security (VBR2.0), Turnaround (VBR2.0), Resumes &amp; Employee Selection (VBM2.0), Employee Opinions (VBM2.0), Employee Supervision (VBM2.0), Strikes, Unions &amp; Collective Bargaining (VBM2.0), Productivity &amp; Efficiency (VBM2.0), Sales &amp; Logistics (VBM2.0), Risk Management &amp; Insurance (VBM2.0), Surprise (VBM2.0), Turnaround (VBM2.0), New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
<p>C17 Improves and Designs Systems: Makes suggestions to modify existing systems to improve products or services, and develops new or alternative systems.</p>	<p>Pricing (VBR2.0), Purchasing (VBR2.0), Staffing (VBR2.0), Financing (VBR2.0), Targeted Marketing (VBR2.0), Merchandising (VBR2.0), Security (VBR2.0), Turnaround (VBR2.0), Resumes &amp; Employee Selection (VBM2.0), Employee Opinions (VBM2.0), Employee Supervision (VBM2.0), Strikes, Unions &amp; Collective Bargaining (VBM2.0), Productivity &amp; Efficiency (VBM2.0), Sales &amp; Logistics (VBM2.0), Risk Management &amp; Insurance (VBM2.0), Surprise (VBM2.0), Turnaround (VBM2.0), New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>

### Technology Competency

### Virtual Business

<p>C18 Selects Technology: Judges which set of procedures, tools, or machines, including computers and their programs, will produce the desired results.</p>	<p>All VBR2.0 &amp; VBM2.0 lessons require students to utilize computers and possibly other software applications in order to complete their assignments, New Store Project (VBR2.0), New Business Project (VBM2.0), Multiplayer Competitions (VBR2.0 &amp; VBM2.0)</p>
<p>C19 Applies Technology to Task: Understands the overall intent and the proper procedures for setting up and operating</p>	

machines, including computers and their programming systems.	
C20 Maintains and Troubleshoots Technology: Prevents, identifies, or solves problems in machines, computers, and other technologies.	