CCTC - Common Career Technical Core Standards

TITLE: **The Restaurant Entrepreneur**

ISBN: 978-1-934422-57-1

#	Standard	Text Correlation	Correlation Narrative
2	***Apply appropriate academic and technical skills:*** *Career-ready individuals readily access and use the knowledge and skills acquired through experience and education to be more productive. They make connections between abstract concepts with real-world applications and they make correct insights about when it is appropriate to apply the use of an academic skill in a workplace situation.*	Word Processing Projects 1, 3-11; Spreadsheet Projects 12-17; Database Projects 18-19; Desktop Publishing Projects 2, 20-24; Presentation Projects 25-26	Proficiency with business software is an essential skill in an educational setting, for the workplace and life in general. In each project, the student will read, comprehend and apply computer application skills to produce professional documents. The student will follow written instructions to produce documents and present data based on real world scenarios. Students will read and understand implied messages to understand how the skills in each project might be applied in real life.
4 (parti	***Communicate clearly, effectively and with reason:*** *Career-ready individuals communicate thoughts, ideas and action plans with clarity, whether using written, verbal and/or visual methods. They communicate in the workplace with clarity and purpose to make maximum use of their own and others' time.*	Word Processing Projects 1, 3-11; Spreadsheet Projects 12-17; Database Projects 18-19; Desktop Publishing Projects 2, 20-24; Presentation Projects 25-26	One of the most important and essential skills a person needs to succeed in life is effective and professional communication skills. In each project, the student will use business applications software to produce professional documents and presentation of data efficiently.
6	***Demonstrate creativity and innovation:*** *Career-ready individuals regularly think of ideas that solve problems in new and different ways, and they contribute those ideas in a useful and productive manner to improve their organization. They can consider unconventional ideas and suggestions as solutions to issues, tasks or problems, and they discern which ideas and suggestions will add greatest value. They seek new methods, practices and ideas from a variety of sources and seek to apply those ideas to their own workplace. They take action on their ideas and understand how to bring innovation to an organization.*	Word Processing Projects 1, 3-11; Spreadsheet Projects 12-17; Database Projects 18-19; Desktop Publishing Projects 2, 20-24; Presentation Projects 25-26	In each project, instruction and sample documents are provided to guide the student, but in such a way as to encourage experimentation and inquiry toward a more efficient way to get to the same outcome. The student plans and produces much of the content. Skill building occurs within each unit.

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8	***Utilize critical thinking to make sense of problems and persevere in solving them*** *: Career-ready individuals readily recognize problems in the workplace, understand the nature of the problem, and devise effective plans to solve the problem. They are aware of problems when they occur and take action quickly to address the problem. They thoughtfully investigate the root cause of the problem prior to introducing solutions. They carefully consider the options to solve the problem. Once a solution is agreed upon, they follow through to ensure the problem is solved, whether through their own actions or the actions of others.*	Word Processing Projects 1, 3-11; Spreadsheet Projects 12-17; Database Projects 18-19; Desktop Publishing Projects 2, 20-24; Presentation Projects 25-26	In each project, the student is presented with material that he/she must read, comprehend and apply to produce various output. The student carefully plans the end product using the planning form provided. The student will identify the task outcome and be able to troubleshoot and revise along the way.
11	***Use technology to enhance productivity:*** *Career-ready individuals find and maximize the productive value of existing and new technology to accomplish workplace tasks and solve workplace problems. They are flexible and adaptive in acquiring and using new technology. They are proficient with ubiquitous technology applications. They understand the inherent risks -- personal and organizational -- of technology applications, and they take actions to prevent or mitigate these risks.*	Word Processing Projects 1, 3-11; Spreadsheet Projects 12-17; Database Projects 18-19; Desktop Publishing Projects 2, 20-24; Presentation Projects 25-26	The projects in this book build upon skills practiced in previous projects. Students are not only required to demonstrate knowledge of business applications software, but apply that knowledge in each assigned task. If the student has used different software in the past, he/she must be flexible and open to change in learning the new program. Through experimentation and inquiry, the student will apply alternative ways to get the job done correctly and efficiently.