Class Name Here

To be college and career ready, students need to be able to integrate and apply 21st century skills, as well as core academic and technical knowledge. Career and Technical Education programs are aligned with rigorous industry and academic standards. The State of Washington has incorporated the 21st Century Leadership & Employability Skills Standards, developed from *Partnership for 21st Century Skills* organization, within the Career and Technical courses. The 21st Century Skills Standards adopted by the State, focus on creativity, critical thinking, communication and collaboration. These standards are essential to preparing students for complex lives and work environments in our global economy.

Everett Public Schools' Career and Technical Education has developed a program, aligned with the State standards, to provide opportunities for students to be assessed on the 21st Century Skills State Standards. In the Business Pathway, this is accomplished through assessments recommended by the Office of Superintendent of Public Instruction (OSPI). OSPI has cross-walked resources provided by the student organization, Future Business Leaders of America (FBLA), and other recommended assessments. In addition to these resources, students will be assessed using classroom assessments.

The 21st Century Skills Standards students will be assessed on, are assembled into eleven categories. The categories include:

Creativity and Innovation	Flexibility and Adaptability
Critical Thinking and Problem Solving	Initiative and Self-direction
Communication and Collaboration	Social and Cross-Cultural Skills
Information Literacy	Productivity and Accountability
Media Literacy	Leadership and Responsibility
Information, Communication and Technology Literacy (ICT)	

The grading scale used for assessing students is as follows:

    4 = Exceeds Standard
    3 = Meets Standard
    2 = Worked toward meeting standard, but did not complete
    1 = Made an attempt to meet standard, but did minimal work
    0 = Did not attempt to meet Standard

21st Century Skills – Business (FBLA)

Each student is responsible for tracking and maintaining their score for the 21st Century Skills Standards for the course. Below is a listing of the Standards for the course and what assessments are available for demonstration of meeting or exceeding the standard throughout the semester. There are multiple opportunities for students to demonstrate their skills. It is up to the student to choose the activities that best fit **their** schedule/needs/interest and to collect the signatures UNDERLINE DURING or IMMEDIATELY following the assessment.

Class Name	
** LEARNING AND INNOVATION SKILLS **	
Leadership Standard	**OSPI Suggested Resources/Activities**
Think Creatively 1.A.1 Use a wide range of idea creation techniques (such as brainstorming) 1.A.2 Create new and worthwhile ideas (both incremental and radical concepts) 1.A.3 Elaborate, refine, analyze and evaluate their own ideas in order to improve and maximize creative efforts	Chapter Management Handbook Policy and Procedures Washington State Business Leadership Competitive Event Guidelines specifically: Community Service Project, Computer Game & Simulation, Desktop Publishing, Digital Design & Promotion, Digital Video, E-business, Graphic Design, Management Decision Making, Management Info. Systems, Web Site Design, Entrepreneurship, Emerging Business Issues
Work Creatively with Others 1.B.1 Develop, implement and communicate new ideas to others effectively 1.B.2 Be open and responsive to new and diverse perspectives; incorporate group input and feedback into the work 1.B.3 Demonstrate originality and inventiveness in work and understand the real world limits to adopting new ideas 1.B.4 View failure as an opportunity to learn; understand that creativity and innovation is a long-term, cyclical process of small successes and frequent mistakes	Chapter Management Handbook Campaigning/Caucusing/Political Awareness Washington State Business Leadership Competitive Event Guidelines, specifically: Community Service, American Enterprise Project, Banking & Financial Systems, Business Financial Plan, Business Plan, Business Presentation, Computer Game & Simulation, Desktop Publishing, Digital Design & Promotion, Digital Video, E-business, Emerging Business Issues, Entrepreneurship, Graphic Design, Global Business, Chapter Annual Report, Management Decision Making, Management Info. Systems, Network Design, Web Site Design, Gold Seal Award of Merit
Implement Innovations 1.C.1 Act on creative ideas to make a tangible and useful contribution to the	Chapter Management Handbook Ultimate Leadership Tour

21st Century Skills – Business (FBLA)

field in which the innovation will occur	Campaigning/Caucusing/Political Awareness
	Washington State Business Leadership Competitive Event Guidelines, specifically:
	    Community Service, American Enterprise Project, Banking & Financial Systems, Business Financial Plan, Business Plan, Business Presentation, Computer Game & Simulation, Desktop Publishing, Digital Design & Promotion, Digital Video, E-business, Emerging Business Issues, Entrepreneurship, Graphic Design
	    Global Business, Chapter Annual Report, Management Decision Making, Management Info. Systems, Network Design, Web Site Design. Gold Seal Award of Merit

Reason Effectively
2.A.1 Use various types of reasoning (inductive, deductive, etc.) as appropriate to the situation
	Chapter Management Handbook
	Policy and Procedures
	Washington State Business Leadership Competitive Event Guidelines, specifically:
	    Community Service, American Enterprise Project, Banking & Financial Systems, Business Financial Plan, Business Plan, Business Presentation, Computer Game & Simulation, Desktop Publishing, Digital Design & Promotion, Digital Video, E-business, Emerging Business Issues, Entrepreneurship, Graphic Design
	    Global Business, Chapter Annual Report, Management Decision Making, Management Info. Systems, Network Design, Web Site Design. Gold Seal Award of Merit, Stock Market Games, Chapter Recruiting Programs

Use Systems Thinking 2.B.1 Analyze how parts of a whole interact with each other to produce overall outcomes in complex systems	Chapter Management Handbook Pro Sports Career Days Ultimate Leadership Tour Washington State Business Leadership Competitive Event Guidelines, specifically: Community Service, American Enterprise Project, Database Design & Applications, Cyber Security, Hospitality Mgmt., Network Design, Networking Concepts, Partnership with Business, Personal Finance, Management Decision Making
Make Judgments and Decisions 2.C.1 Effectively analyze and evaluate evidence, arguments, claims and	Chapter Management Handbook Policy and Procedures

21st Century Skills – Business (FBLA)

	beliefs
2.C.2 Analyze and evaluate major alternative points of view 2.C.3 Synthesize and make connections between information and arguments 2.C.4 Interpret information and draw conclusions based on the best analysis 2.C.5 Reflect critically on learning experiences and processes	Washington State Business Leadership Competitive Event Guidelines, specifically: American Enterprise Project, Community Service Project, Entrepreneurship, Emerging Business Issues, Business Ethics, Computer Problem Solving, Impromptu Speaking, Business Law, Client Service, Help Desk, Job Interview, Health Care Administration, Chapter Recruitment Programs
Solve Problems 2.D.1 Solve different kinds of non-familiar problems in both conventional and innovative ways 2.D.2 Identify and ask significant questions that clarify various points of view and lead to better solutions	Chapter Management Handbook Caucusing and Campaigning Guidelines Washington State Business Leadership Competitive Event Guidelines, specifically: Job Interview, Partnership with Business, Website Design, Accounting, Business Calculations, Business Math, Business Law, Business Plan, Client Service, Computer Applications, Computer Problem Solving, Cyber Security, Global Business, Help Desk, Management Decision Making, Network Design, Sports Management, Spreadsheet Applications, Web Site Design, Virtual Business Challenge
Communicate Clearly 3.A.1 Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts 3.A.2 Listen effectively to decipher meaning, including knowledge, values, attitudes and intentions 3.A.3 Use communication for a range of purposes (e.g. to inform, instruct, motivate and persuade) 3.A.4 Utilize multiple media and technologies, and know how to judge their effectiveness a priori as well as assess their impact 3.A.5 Communicate effectively in diverse environments (including multi-lingual)	Chapter Management Handbook Chapter Recruitment Programs Campaigning/Caucusing/Political Awareness Washington State Business Leadership Competitive Event Guidelines, specifically: Job Interview, Business Presentation, Public Speaking, Business Plan, American Enterprise Project, Banking & Financial Systems, Business Ethics, Business Financial Plan, Business Plan, Business Presentation, Client Service, Community Service, Computer Game & Simulation Programming, Creed, Desktop Application Programming, Digital Design & Promotion, Digital Video Production, E-business, Emerging Business Issues, Entrepreneurship, Future Business Leader, Graphic Design, Global Business, Help Desk, Impromptu Speaking, Management Decision Making, Management Information Systems, Marketing, Network Design, Parliamentary Procedure, Partnership with Business, Public Speaking, Web Site Design
Collaborate with Others	Chapter Management Handbook

21st Century Skills – Business (FBLA)

3.B.1	Demonstrate ability to work effectively and respectfully with diverse teams	Campaigning/Caucusing/Political Awareness
3.B.2	Exercise flexibility and willingness to be helpful in making necessary compromises to accomplish a common goal	Washington State Business Leadership Competitive Event Guidelines, specifically:
3.B.3	Assume shared responsibility for collaborative work, and value the individual contributions made by each team member	Community Service, American Enterprise Project, Banking & Financial Systems, Business Financial Plan, Business Plan, Business Presentation, Computer Game & Simulation, Desktop Publishing, Digital Design & Promotion, Digital Video, E-business, Emerging Business Issues, Entrepreneurship, Graphic Design Global Business, Chapter Annual Report, Management Decision Making, Management Info. Systems, Network Design, Web Site Design. Gold Seal Award of Merit

Class Name	
** INFORMATION, MEDIA AND TECHNOLOGY SKILLS **	
Leadership Standard	**OSPI Suggested Resources/Activities**
Access and Evaluate Information 4.A.1 Access information efficiently (time) and effectively (sources) 4.A.2 Evaluate information critically and competently	Washington State Business Leadership Competitive Event Guidelines, specifically: Accounting I, Accounting II, Banking and Financial Systems, Business Calculations, Business Communication Business Law, Business Math, Business Procedures, Computer Applications, Computer Problem Solving, Cyber Security, Database Design & Applications, Desktop Publishing, Economics, Entrepreneurship, FBLA Principles & Procedures Future Business Leader Global Business, Healthcare Administration, Help Desk, Hospitality Management, Introduction to Business, Introduction to Business Communication, Introduction to Parliamentary Procedure, Introduction to Technology Concepts, Management Decision Making, Management Information Systems, Marketing, Network Design, Networking Concepts, Parliamentary Procedure, Personal Finance, Sports Management,

	Spreadsheet Applications, Technology Concepts, Word Processing I, Word Processing II
Use and Manage Information 4.B.1 Use information accurately and creatively for the issue or problem at hand 4.B.2 Manage the flow of information from a wide variety of sources 4.B.3 Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of information	Code of Ethics/Creed Ultimate Leadership Tour Washington State Business Leadership Competitive Event Guidelines, specifically: Business Ethics, Business Law, Computer Problem Solving, Economics, Electronic Career Portfolio, FBLA Principles & Procedures, Health Care Admin., Intro. to Technology, Management Decision Making, Marketing, Network Design, Networking Concepts, Parliamentary Procedure, Personal Finance, Sports Management, Technology Concepts, Virtual Business Challenge, Web Site Design Partnership with Business, American Enterprise
Analyze Media 5.A.1 Understand both how and why media messages are constructed, and for what purposes 5.A.2 Examine how individuals interpret messages differently, how values and points of view are included or excluded, and how media can influence beliefs and behaviors 5.A.3 Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of media	Legislative Day Washington State Business Leadership Competitive Event Guidelines, specifically: Business Communication, Business Ethics, Computer Game & Simulation, Electronic Career Portfolio, Graphic Design, Global Business, Management Decision Making, Management Info. Systems, Marketing, Networking Concepts, Partnership with Business, Sports Management
Create Media Products 5.B.1 Understand and utilize the most appropriate media creation tools, characteristics and conventions 5.B.2 Understand and effectively utilize the most appropriate expressions and interpretations in diverse, multi-cultural environments	FBLA Week FBLA Adviser Appreciation Day Washington State Business Leadership Competitive Event Guidelines, specifically: Desktop Publishing, Chapter Annual Business Report, Word Processing, Computer Applications, Stock Market Games, Virtual Business Challenge
Apply Technology Effectively 6.A.1 Use technology as a tool to research, organize, evaluate and communicate information 6.A.2 Use digital technologies (computers, PDAs, media players, GPS, etc.), communication/networking tools and social networks appropriately to access, manage, integrate, evaluate and create information to successfully function in a knowledge economy 6.A.3 Apply a fundamental understanding of the ethical/legal issues	Chapter Management Handbook Caucusing and Campaigning Guidelines Washington State Business Leadership Competitive Event Guidelines, specifically: Job Interview, Partnership with Business, Website Design, Banking & Financial Systems, Business Presentation, Computer Applications, Computer Game & Simulation, Computer Problem Solving, Cyber Security, Digital Design &

surrounding the access and use of information technologies	Promotion, Digital Video Production, E-business , Electronic Career Portfolio, Graphic Design, Help Desk, Intro. to Technology Concepts, Chapter Annual Business Report, Network Design, Networking Concepts, Partnership with Business, Spreadsheet Applications, Technology Concepts, Virtual Business Challenge, Web site Design, Word Processing

Class Name	
** LIFE AND CAREER SKILLS **	
Leadership Standard	**OSPI Suggested Resources/Activities**
Adapt to Change 7.A.1 Adapt to varied roles, jobs responsibilities, schedules and contexts 7.A.2 Work effectively in a climate of ambiguity and changing priorities	FBLA Program of Work FBLA State Officer Training Executive Leadership Committee President's Council Regional and State Conferences Chapter Management Handbook Washington State Business Leadership Competitive Event Guidelines, specifically: Entrepreneurship, Emerging Business Issues, Community Service Project, Partnership with Business, Virtual Business Challenge, Parliamentary Procedure, Stock Market Games

Be Flexible
7.B.1 Incorporate feedback effectively
7.B.2 Deal positively with praise, setbacks and criticism
7.B.3 Understand, negotiate and balance diverse views and beliefs to reach workable solutions, particularly in multi-cultural environments
	Chapter Management Handbook
	Campaigning/Caucusing/Political Awareness
	Washington State Business Leadership Competitive Event Guidelines, specifically:
	    Community Service, American Enterprise Project, Banking & Financial Systems, Business Financial Plan, Business Plan, Business Presentation, Computer Game & Simulation, Desktop Publishing, Digital Design & Promotion, Digital Video, E-business, Emerging Business Issues, Entrepreneurship, Graphic Design
	    Global Business, Chapter Annual Report, Management Decision Making, Management Info. Systems, Network Design, Web Site Design. Gold Seal Award of Merit

Manage Goals and Time 8.A.1 Set goals with tangible and intangible success criteria 8.A.2 Balance tactical (short-term) and strategic (long-term) goals 8.A.3 Utilize time and manage workload efficiently	Business Achievement Awards Program, Chapter Recruitment Programs Pro Sports Career Days Chapter Management Handbook Washington State Business Leadership Competitive Event Guidelines, specifically: American Enterprise Project, Banking & Financial Systems, Business Financial Plan, Business Plan, Business Presentation, Community Service Project, Computer Game & Simulation Programming, Desktop Application Programming, Graphic Design, Job Interview, Chapter Annual Business Report, Management Decision Making, Management Info. System, Marketing, Network Design, Parliamentary Procedure, Partnership with Business, Personal Finance, Sports Management, Virtual Business Challenge, Web Site Design
Works Independently 8.B.1 Monitor, define, prioritize and complete tasks without direct oversight	Washington State Business Leadership Competitive Event Guidelines, specifically: Accounting I, Accounting II, Banking and Financial Systems, Business Calculations, Business Communication Business Law, Business Math, Business Procedures, Computer Applications, Computer Problem Solving, Cyber Security, Database Design & Applications, Desktop Publishing, Economics, Entrepreneurship, FBLA Principles & Procedures Future Business Leader Global Business, Healthcare Administration, Help Desk, Hospitality Management, Introduction to Business, Introduction to Business Communication, Introduction to Parliamentary Procedure, Introduction to Technology Concepts, Management Decision Making, Management Information Systems, Marketing, Network Design, Networking Concepts, Parliamentary Procedure, Personal Finance, Sports Management, Spreadsheet Applications, Technology Concepts, Word Processing I, Word Processing II, Financial Plan, Business Plan, Business Presentation, Client Service , Computer Game & Simulation Programming, Desktop Application , Programming, Digital Design & Promotion, Digital Video

	Production, E-business, Electronic Career Portfolio FBLA , Principles & Procedures, Graphic Design, Impromptu Speaking, Job Interview, Marketing Networking Concepts, Public Speaking I, Public Speaking II, Virtual Business Challenge, Web Site Design
Be Self-Directed Learners 8.C.1 Go beyond basic mastery of skills and/or curriculum to explore and expand one's own learning and opportunities to gain expertise 8.C.2 Demonstrate initiative to advance skill levels towards a professional level 8.C.3 Demonstrate commitment to learning as a lifelong process 8.C.4 Reflect critically on past experiences in order to inform future progress	
Interact Effectively with Others 9.A.1 Know when it is appropriate to listen and when to speak 9.A.2 Conduct themselves in a respectable, professional manner	Washington State Business Leadership Competitive Event Guidelines, specifically: American Enterprise Project, Business Ethics, Business Financial Plan, Business Plan, Business Presentation, Community Service Project, Computer Game & Simulation, Programming, Desktop Application, Programming Digital Design & Promotion, Digital Video Production, E-business Emerging Business Issues, Entrepreneurship, Network Design, Partnership with Business Project Web Site Design, Banking and Financial Systems, Client Service, Graphic Design, Global Business, Help Desk, "Management Decision Making", Management Information Systems, Marketing, Future Business Leader, Job Interview
Work Effectively in Diverse Teams 9.B.1 Respect cultural differences and work effectively with people from a range of social and cultural backgrounds 9.B.2 Respond open-mindedly to different ideas and values 9.B.3 Leverage social and cultural differences to create new ideas and increase both innovation and quality of work	FBLA Program of Work Ultimate Leadership Tour Washington State Business Leadership Competitive Event Guidelines, specifically: Chapter Management Handbook, Global Business, Emerging Business Issues, Economics, Hospitality Management, Management Decision Making, Sports Management, Marketing
Manage Projects 10.A.1 Set and meet goals, even in the face of obstacles and competing pressures	Washington State Business Leadership Competitive Event Guidelines, specifically: American Enterprise Project, Business Financial Plan,

10.A.2 Prioritize, plan and manage work to achieve the intended result	Business Plan, Community Service Project, Computer Game & Simulation Programming, Desktop Application, Programming, Digital Design & Promotion, Digital Video Production, E-business, Electronic Career Portfolio, Graphic Design, "Local Chapter Annual Business Report", Partnership with Business Project Web Site Design
Produce Results 10.B.1 Demonstrate additional attributes associated with producing high quality products including the abilities to: 10.B.1.a Work positively and ethically 10.B.1.b Manage time and projects effectively 10.B.1.c Multi-task 10.B.1.d Participate actively, as well as be reliable and punctual 10.B.1.e Present oneself professionally and with proper etiquette 10.B.1.f Collaborate and cooperate effectively with teams 10.B.1.g Respect and appreciate team diversity 10.B.1.h Be accountable for results	Washington State Business Leadership Competitive Event Guidelines, specifically: American Enterprise Project, Business Financial Plan, Business Plan, Community Service Project, Computer Game & Simulation Programming, Desktop Application, Programming, Digital Design & Promotion, Digital Video Production, E-business, Electronic Career Portfolio, Graphic Design, "Local Chapter Annual Business Report", Partnership with Business Project Web Site Design
Guide and Lead Others 11.A.1 Use interpersonal and problem-solving skills to influence and guide others toward a goal 11.A.2 Leverage strengths of others to accomplish a common goal 11.A.3 Inspire others to reach their very best via example and selflessness 11.A.4 Demonstrate integrity and ethical behavior in using influence and power	Institute for Leaders State officer training/Executive Committee Local, regional, state and national program activities National Leadership Conference Internships Campaigning/Caucusing/Political Awareness Chapter Management Handbook, specifically: Future Business Leader, American Enterprise Project, Community Service Project, Desktop Publishing, E-business, Chapter Annual Business Report, Management Decision Making
Be Responsible to Others 11.B.1 Act responsibly with the interests of the larger community in mind	Code of Ethics/Creed Chapter Recruitment Activities Washington State Business Leadership Competitive Event Guidelines, specifically: Partnership with Business, American Enterprise, Business Ethics, Client Service, Help Desk, Cyber Security, FBLA Principles & Procedures, Future Business Leader, Business Law, Management Decision Making, Community Service Project, Web Site Design

21st Century Skills – Business (FBLA)

Descriptions

Ultimate Leadership Tour: Washington State FBLA Leadership Program. Provided by Washington State FBLA for local chapters to learn about leadership and apply to their own lives and community.

Chapter Recruitment Activities: National FBLA provides recruitment tools, lessons and activities for members to learn skills in communication, presentation and innovation. Each year, National FBLA provides a new theme for recruitment along with ideas and suggestions on how to get started on recruitment. The program challenges chapter members to set goals, create programs of work and reflect on their activities.

Institute for Leadership: Multiple day conference that provides an opportunity for members to learn how to become a synergy-builder, master the art of delegation, develop a personal brand, public speaking skills, powerful interpersonal and communication skills. Students will also recognize the value of a diverse team, setting goals with a Vision Development System, and the importance of career path opportunities, developing accountability systems, an understanding of business ethics and improving their creative problem-solving skills.

Pro Sports Career Days: This event provides students an opportunity to see the business side of one of the fastest growing industries. Students hear from multiple speakers about the industry, on topics such as how to penetrate the market. It includes a tour of facilities and a chance for answer and questions session.

FBLA Week: Chapters are encouraged to use this time to publicize their activities and successes, boost their membership, and gear up for their spring activities. In addition, FBLA-PBL recognizes the Wednesday of this week as Adviser Appreciation Day. Members are encouraged to use this day to pay special tribute to the dedicated individuals who make the association possible on the local level. Many chapters plan special activities for each day of the week. This week provides students an opportunity to learn a variety of skills utilized in professional careers. This is accomplished through the activities necessary to complete the event. Activities should include promotion within the school and the community using multiple forms of media.

Program of Work: Designing and maintaining a chapter's program of work is an excellent tool to utilize in learning and assessing skills. Students and advisors work together to prioritize the needs of the local chapter and determine the who, what, when, where of each area of focus. At chapter meetings, each focus is addressed and assessed for status and future goals and needs.

Washington State Business Leadership Competitive Events: FBLA is committed to facilitating the transition of its members from their educational development into their career path. The competitive events program plays a central role in delivering this commitment. The program allows members to

demonstrate and validate their mastery of essential business concepts, skills, and knowledge. The Washington State FBLA Business Leadership Competitive Event Guidelines have been correlated with the Business Education Curriculum Standards published by the National Business Education Association (NBEA). Each event's specific guidelines indicate specific standards measured through that competition

INDIVIDUAL TESTS	TOPICS OR CASE STUDY
Accounting I & II	Business Ethics – case study
Business Calculations	Client Service - topic
Business Communications	Creed – optional questions for judges
Business Law	Entrepreneurship – case study
Business Math	Global Business – case study
Business Procedures	Impromptu - topic
Computer Applications	Job Interview – optional questions for judges
Computer Problem Solving	Management Decision Making – case study
Cyber Security	Management Info Systems – case study
Database Design & Applications	Network Design – case study
Desktop Publishing	Parliamentary Procedure – problem
Economics	
FBLA Principles & Procedures	
Global Business	
Health Care Administration	
Hospitality Management	
Introduction to Business	
Introduction to Business Communication	
Introduction to Parliamentary Procedure	
Introduction to Technology Concepts	
Networking Concepts	
Personal Finance	
Sports Management	
Spreadsheet Applications	
Technology Concepts	
Word Processing I & II	
COLLABORATIVE TESTS	**ROLE PLAYS**
Banking & Financial Systems	Banking & Financial Systems
Desktop Publishing	Client Service
Graphic Design	Graphic Design
Entrepreneurship	Global Business
Global Business	Help Desk

21st Century Skills – Business (FBLA)

Management Decision Making Management Info Systems Network Design Parliamentary Procedure	Management Decision Making Management Info Systems Marketing
PRESENTATION Business Presentation Future Business Leader Impromptu Speaking Job Interview Public Speaking I & II	**PROJECT** American Enterprise Project Business Financial Plan Business Plan Community Service Project Computer Game & Simulation Programming Desktop Application Programming Digital Design & Promotion Digital Video Production E-Business Electronic Career Portfolio Emerging Business Issues Local Chapter Annual Business Report Partnership with Business Project
ONLINE E-Business Electronic Career Portfolio Virtual Business Challenge Web Site Design	