



MASSACHUSETTS
DEPARTMENT of
EDUCATION

**Vocational Technical Education
Framework**

Hospitality and Tourism Cluster

Culinary Arts

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Strand 1: Health and Safety

1.A Define health and safety regulations.

- 1.A.01a Identify and apply OSHA and other health and safety regulations that apply to specific tasks and jobs in the occupational area.
- 1.A.02a Identify and apply EPA and other environmental protection regulations that apply to specific tasks and jobs in the occupational area.
- 1.A.03a Identify and apply Right-To-Know (Hazard Communication Policy) and other communicative regulations that apply to specific tasks and jobs in the occupational area.
- 1.A.04a Explain procedures for documenting and reporting hazards to appropriate authorities.
- 1.A.05a List penalties for non-compliance with appropriate health and safety regulations.
- 1.A.06a Identify contact information for appropriate health and safety agencies and resources.
- 1.A.07c Outline laws and rules of the regulatory agencies governing sanitation and safety.

1.B Demonstrate health and safety practices.

- 1.B.01a Identify, describe and demonstrate the effective use of Material Safety Data Sheets (MSDS).
- 1.B.02a Read chemical, product, and equipment labels to determine appropriate health and safety considerations.
- 1.B.03a Identify, describe and demonstrate personal, shop and job site safety practices and procedures.
- 1.B.04a Demonstrate safe dress and use of relevant safety gear and personal protective equipment (PPE), including wrist rests, adjustable workspaces and equipment, gloves, boots, earplugs, eye protection, and breathing apparatus.
- 1.B.05a Illustrate appropriate safe body mechanics, including proper lifting techniques and ergonomics.
- 1.B.06a Locate emergency equipment in your lab, shop, and classroom, including (where appropriate) eyewash stations, shower facilities, sinks, fire extinguishers, fire blankets, telephone, master power switches, and emergency exits.
- 1.B.07a Demonstrate the safe use, storage, and maintenance of every piece of equipment in the lab, shop, and classroom.
- 1.B.08a Describe safety practices and procedures to be followed when working with and around electricity.
- 1.B.09a Properly handle, store, dispose of, and recycle hazardous, flammable, and combustible materials.
- 1.B.10a Demonstrate proper workspace cleaning procedures.

1.C Demonstrate responses to situations that threaten health and safety.

- 1.C.01a Illustrate First Aid procedures for potential injuries and other health concerns in the occupational area.
- 1.C.02a Describe the importance of emergency preparedness and an emergency action plan.

- 1.C.03a Illustrate procedures used to handle emergency situations and accidents, including identification, reporting, response, evacuation plans, and follow-up procedures.
- 1.C.04a Identify practices used to avoid accidents.
- 1.C.05a Identify and describe fire protection, precautions and response procedures.
- 1.C.06a Discuss the role of the individual and the company/organization in ensuring workplace safety.
- 1.C.07a Discuss ways to identify and prevent workplace/school violence.

1.D Demonstrate proper sanitation and safety.

- 1.D.01c Identify the Hazard Analysis Critical Control Point (HAACP) during all food handling processes as a method for minimizing the risk of food borne illness.
- 1.D.02c Identify microorganisms related to food spoilage and illnesses; and describe their requirements and methods for growth.
- 1.D.03c Describe symptoms common to food borne illnesses and how illness can be prevented.
- 1.D.04c Conduct a sanitation self-inspection and identify modifications for compliance with standards.
- 1.D.05c Outline compliance requirements of sanitation and health inspections.
- 1.D.06c Show exemplary appearance and hygiene.
- 1.D.07c Describe cross contamination and use of acceptable procedures when preparing and storing potentially hazardous foods.
- 1.D.08c List the reasons for and recognize signs of food spoilage and contamination.
- 1.D.09c Outline the requirements for receiving and storage of raw and prepared foods.

1.E Identify chemicals and uses in food service.

- 1.E.01c Describe types of cleaners and sanitizers and their proper use.
- 1.E.02c Develop cleaning and sanitizing schedule and procedures for equipment and facilities.

Strand 2: Technical Skills

2.A Apply the fundamentals of Food Service.

- 2.A.01c Demonstrate hand tool and equipment operation, emphasizing technique.
- 2.A.02c Define terminology used in food service.
- 2.A.03c Discuss the application of labor saving products.
- 2.A.04c Explain beverage service risk management and liability.
- 2.A.05 Identify liquid measures.
- 2.A.06 Identify dry measures.
- 2.A.07 Explain *mise en place*.
- 2.A.08 Read, analyze, and follow a standard recipe.
- 2.A.09 Identify ingredients used for cooking and baking.
- 2.A.10 Demonstrate safe knife skills.

2.B Apply the fundamentals of hospitality sales and marketing.

- 2.B.01c Identify the basic principles of marketing.
- 2.B.02c Perform methods of selling and advertising.
- 2.B.03c Maintain current accounts.
- 2.B.04c Perform reservation functions.
- 2.B.05c Develop a mock foodservice marketing strategy by analyzing location, customer base, competition, and trends.
- 2.B.06c Describe how customer needs influence marketing.
- 2.B.07c Contrast how marketing is different for a service versus a product.

2.C Apply the fundamentals of menu planning, ordering, receiving and storage.

- 2.C.01c Plan a menu.
- 2.C.02c Order food products.
- 2.C.03c Receive, check, and store food.

2.D Demonstrate Dining Room/Room Service Activities.

- 2.D.01c Set up tables for service.
- 2.D.02c Set up various dining room stations for service (e.g. beverages, condiments, bread, salads, etc).
- 2.D.03c Arrange and maintain buffet table.
- 2.D.04c Set up and garnish desserts.
- 2.D.05c Conduct a pre-meal meeting.
- 2.D.06c Perform duties of dining room attendant.
- 2.D.07c Prepare and maintain restaurant and work stations for dining room service.
- 2.D.08c Operate a Point Of Sale system.
- 2.D.09c Identify the sequence/steps of service.
- 2.D.10c Identify and perform all methods of service.
- 2.D.11c Set up and break down a hot and cold buffet.
- 2.D.12c Prepare, deliver, and retrieve tray service .
- 2.D.13c Perform the duties of a cashier.
- 2.D.14c Perform the duties of an expediter.
- 2.D.15c Perform duties of a dining room supervisor.

- 2.E Demonstrate host or hostess duties.**
- 2.E.01c Demonstrate procedures used to take reservations.
 - 2.E.02c Demonstrate procedures used to greet and seat customers.
 - 2.E.03c Explain methods used to accommodate customers.
 - 2.E.04c Manage staff.
 - 2.E.05c Manage dining room floor plans.
 - 2.E.06c Re-set tables for service.
- 2.F Demonstrate utility services.**
- 2.F.01c Perform dishwashing services.
 - 2.F.02c Clean and sanitize pots and pans.
 - 2.F.03c Clean and sanitize kitchen work areas.
 - 2.F.04c Clean and sanitize stationary equipment.
- 2.G Demonstrate Banquet and Catering Services.**
- 2.G.01c Describe the role and responsibilities of a banquet/catering personnel.
 - 2.G.02c Interpret and facilitate a banquet event order.
 - 2.G.03c Demonstrate function set up using a banquet event order.
 - 2.G.04c Identify and arrange all types of banquet room set ups.
 - 2.G.05c Coordinate the efficient functioning of an event.
 - 2.G.06c Serve guests a set menu.
 - 2.G.07 Identify the difference between *à la carte* and banquet food preparation.
- 2.H Explain basic nutrition.**
- 2.H.01 List the food groups in the current USDA Food Guide Pyramid and the recommended daily servings from each.
 - 2.H.02 Identify common food allergies and determine substitutions.
 - 2.H.03 Define RDA guidelines.
 - 2.H.04 Summarize information provided on food labels.
 - 2.H.05 Identify nutrients and describe their functions in the human body.
 - 2.H.06 Identify and prepare foods to meet special dietary needs.
- 2.I Describe cooking methods.**
- 2.I.01 Identify cooking methods.
 - 2.I.02 Demonstrate baking/roasting.
 - 2.I.03 Demonstrate braising.
 - 2.I.04 Demonstrate broiling.
 - 2.I.05 Demonstrate deep-frying.
 - 2.I.06 Demonstrate grilling.
 - 2.I.07 Demonstrate griddling.
 - 2.I.08 Demonstrate pan-frying.
 - 2.I.09 Demonstrate poaching.
 - 2.I.10 Demonstrate sautéing.
 - 2.I.11 Demonstrate steaming.
 - 2.I.12 Demonstrate stewing.
- 2.J Prepare fruits and vegetables.**
- 2.J.01 Identify commonly served fruits and vegetables.
 - 2.J.02 Prepare fruits and vegetables for various cooking methods.
 - 2.J.03 Prepare fruits and vegetables for serving raw.

- 2.K Prepare grains, legumes, and starches.**
 - 2.K.01 Identify grains, legumes, rice, and pasta.
 - 2.K.02 Prepare and cook grains.
 - 2.K.03 Prepare and cook legumes.
 - 2.K.04 Prepare and cook rice.
 - 2.K.05 Prepare and cook pasta.
 - 2.K.06 Prepare and cook potatoes.

- 2.L Prepare various marinades, salads, and dressings.**
 - 2.L.01 Identify ingredients used for salads.
 - 2.L.02 Prepare basic green salad.
 - 2.L.03 Prepare specialty salads.
 - 2.L.04 Identify the characteristics of various oils and vinegars.
 - 2.L.05 Prepare marinades.
 - 2.L.06 Prepare basic and specialty salad dressings.

- 2.M Prepare thickening agents.**
 - 2.M.01 Identify thickening agents.
 - 2.M.02 Prepare types of roux.
 - 2.M.03 Prepare starch-based thickeners

- 2.N Prepare stocks and sauces.**
 - 2.N.01 Identify types of stock.
 - 2.N.02 Prepare brown, white, fish, and vegetable stock.
 - 2.N.03 Identify types of sauces.
 - 2.N.04 Prepare mother/leading sauces.
 - 2.N.05 Prepare small sauces.
 - 2.N.06 Prepare non-roux-based sauces.

- 2.O Prepare soups.**
 - 2.O.01 Identify soups.
 - 2.O.02 Prepare thick soups.
 - 2.O.03 Prepare clear soups.
 - 2.O.04 Prepare specialty soups.

- 2.P Prepare various types of meat.**
 - 2.P.01 Identify various cuts and types of meat.
 - 2.P.02 Cut and prepare meats for cooking methods.

- 2.Q Prepare various types of seafood.**
 - 2.Q.01 Identify various cuts and types of seafood.
 - 2.Q.02 Cut and prepare seafood for cooking methods.

- 2.R Prepare various types of poultry.**
 - 2.R.01 Identify various cuts and types of poultry.
 - 2.R.02 Cut and prepare poultry for cooking methods.

- 2.S Prepare sandwiches.**
 - 2.S.01 Identify types of sandwiches.
 - 2.S.02 Prepare basic and specialty sandwiches.

- 2.T Prepare Breakfast Meats, Eggs, Cereals, and Batter Products.**
 - 2.T.01 Identify breakfast foods.
 - 2.T.02 Prepare breakfast meats.
 - 2.T.03 Prepare eggs.
 - 2.T.04 Prepare cereals.
 - 2.T.05 Prepare batter products.

- 2.U Apply the fundamentals of Garde Manger, hors d'oeuvres, and appetizers.**
 - 2.U.01 Identify tools and equipment used in garde manger.
 - 2.U.02 Prepare fruit and vegetable garnishes.
 - 2.U.03 Present food using various buffet techniques.
 - 2.U.04 Prepare hot and cold appetizers.
 - 2.U.05 Prepare hot and cold hors d'oeuvres.

- 2.V Apply the fundamentals of baking.**
 - 2.V.01 Identify ingredients used for baking.
 - 2.V.02 Describe properties and list function of ingredients.
 - 2.V.03 Measure and weigh ingredients for baking.
 - 2.V.04 Define baking terms.
 - 2.V.05 Identify equipment and utensils used in baking and discuss use and care.
 - 2.V.06 Demonstrate selection of equipment and utensils for specific application.
 - 2.V.07 Discuss the application of mixes and other labor saving products.
 - 2.V.08 Identify mixing methods used in baking.

- 2.W Prepare baked goods.**
 - 2.W.01 Identify various baked goods, including yeast-raised products, quick-breads, muffins, pies, pie-dough products, cakes, cookies, and paté-a-choux.
 - 2.W.02 Multiply and reduce a recipe for baked goods.
 - 2.W.03 Prepare, bake, and finish lean dough products.
 - 2.W.04 Prepare, bake, and finish rich dough products.
 - 2.W.05 Prepare, bake, and finish rolled-in products.
 - 2.W.06 Prepare, bake, and finish quick-breads, biscuits, and muffins.
 - 2.W.07 Prepare, bake, and finish pie dough and pie dough products.
 - 2.W.08 Prepare, bake, and finish fat-type cakes.
 - 2.W.09 Prepare, bake, and finish egg-foam cakes.
 - 2.W.10 Prepare, bake, and finish cookies using different make-up methods.
 - 2.W.11 Prepare, bake, and finish pâte-à-choux based desserts.

- 2.X Prepare frostings and finish baked goods.**
 - 2.X.01 Identify various types of frostings and icings.
 - 2.X.02 Prepare a variety of frostings and icings.
 - 2.X.03 Prepare baked goods to be finished.
 - 2.X.04 Frost cakes and pastries.
 - 2.X.05 Make borders and floral designs for decorated cakes.
 - 2.X.06 Inscribe a cake.

2.Y Prepare desserts.

- 2.Y.01 Identify non-baked desserts commonly created in a bakery.
- 2.Y.02 Prepare and cook custards and fillings.
- 2.Y.03 Prepare specialty desserts.
- 2.Y.04 Prepare plated desserts.

Strand 3: Embedded Academics

3.A English Language Arts

VTE #	Acad #	Standard	Grade	Topic
3.A.01	19.21	Write reports based on research that include quotations, footnotes or endnotes, and a bibliography.	Pre-9th	Composition
3.A.02	24.4	Apply steps for obtaining information from a variety of sources, organizing information, documenting sources, and presenting research in individual projects.	Pre-9th	Composition
3.A.03	2.4	Integrate relevant information gathered from group discussions and interviews for reports.	Pre-9th	Language
3.A.04	13.19	Identify and use knowledge of common graphic features (charts, maps, diagrams).	Pre-9th	Reading
3.A.05	20.5	Use different levels of formality, style, and tone when composing for different audiences.	9-10	Composition
3.A.06	24.5	Formulate open-ended research questions and apply steps for obtaining and evaluating information from a variety of sources, organizing information, documenting sources in a consistent and standard format, and presenting research.	9-10	Composition
3.A.07	1.5	Identify and practice techniques such as setting time limits for speakers and deadlines for decision-making to improve productivity of group discussions.	9-10	Language
3.A.08	2.5	Summarize in a coherent and organized way information and ideas learned from a focused discussion.	9-10	Language
3.A.09	26.5	Analyze visual or aural techniques used in a media message for a particular audience and evaluate their effectiveness.	9-10	Media
3.A.10	19.27	Write well-organized research papers that prove a thesis statement using logical organization, effective supporting evidence, and variety in sentence structure.	11-12	Composition
3.A.11	22.10	Use all conventions of standard English when writing and editing.	11-12	Composition
3.A.12	24.6	Formulate original, open-ended questions to explore a topic of interest, design and carry out research, and evaluate the quality of the research paper in terms of the adequacy of its questions, materials, approach, and documentation of sources.	11-12	Composition

VTE #	Acad #	Standard	Grade	Topic
3.A.13	3.17	Deliver formal presentations for particular audiences using clear enunciation and appropriate organization, gestures, tone, and vocabulary.	11-12	Language
3.A.14	4.27	Use general dictionaries, specialized dictionaries, thesauruses, histories of language, books of quotations, and other related references as needed.	11-12	Language

3.B Mathematics

VTE #	Acad #	Standard	Grade	Topic
3.B.01c	8.M.2	Given the formulas, convert from one system of measurement to another. Use technology as appropriate.	Pre-9th	Measure
3.B.02c	8.N.1	Compare, order, estimate, and translate among integers, fractions and mixed numbers (i.e., rational numbers), decimals, and percents.	Pre-9th	Numbers
3.B.03c	10.P.8	Solve everyday problems that can be modeled using systems of linear equations or inequalities. Apply algebraic and graphical methods to the solution. Use technology when appropriate. Include mixture, rate, and work problems.	9-10	Patterns, relations, algebra
3.B.04c		Perform basic accounting functions (totals, sums, averages, cost analysis).		Voc
3.B.05c		Calculate for consumable (food/beverage), labor and daily operation costs and perform analysis for gross income/profit margins etc (utilize appropriate technology).		Voc
3.B.06c		Perform recipe yield and cost calculations and formulate menu pricing based on mathematical data (utilize appropriate technology).		Voc

3.C Science and Engineering/Technology

VTE #	Acad #	Standard	Grade	Topic
3.C.01c	1	Differentiate between weight and mass, recognizing that weight is the amount of gravitational pull on an object.	Pre-9th	Physics/Chem
3.C.02c	1.4	Distinguish between chemical and physical changes.		Chemistry

Strand 4: Employability

4.A Develop employability skills to secure and keep employment in chosen field.

- 4.A.01a Evaluate industries, organizations, and careers based on multiple sources of research and information.
- 4.A.02a Assess interest areas to determine potential career pathways, including career ladders.
- 4.A.03a Develop a career plan with alternatives.
- 4.A.04a Complete job applications and related employment documents (e.g. W-4).
- 4.A.05a Create professional cover letters, resumes, and portfolios in a variety of formats (print and electronic) .
- 4.A.06a Apply job search skills to seek, evaluate, apply for, and accept employment.
- 4.A.07a Demonstrate good interviewing skills.
- 4.A.08a Demonstrate employability skills needed to get and keep a job.
- 4.A.09a Assess alternative occupational choices (e.g. working conditions, benefits, and opportunities to change).
- 4.A.10c Explain the importance of networking.

Performance Examples:

1. Research positions open within a variety of companies and compare/contrast their descriptions, duties, and expectations.
2. Prepare responses to standard interview questions.
3. Participate in a mock-interview with industry professionals.

4.B Communicate in multiple modes to address needs within the career and technical field.

- 4.B.01a Apply strategies to enhance effectiveness of all types of communications in the workplace.
- 4.B.02a Apply reading skills and strategies to work-related documents.
- 4.B.03a Locate information from books, journals, magazines, and the Internet.
- 4.B.04a Apply basic writing skills to work-related communication.
- 4.B.05a Write work-related materials.
- 4.B.06a Explain information presented graphically.
- 4.B.07a Use writing/publishing/presentation applications.
- 4.B.08a Apply basic skills for work-related oral communication.
- 4.B.09a Explain proper telephone etiquette and skills.
- 4.B.10a Lead formal and informal group discussions.
- 4.B.11a Demonstrate effective negotiation and conflict management.
- 4.B.12a Apply active listening skills to obtain and clarify information.
- 4.B.13a Communicate with others in a diverse workforce.
- 4.B.14c Use correct phone etiquette.
- 4.B.15c Give directions to a frenzied, stressed, upset guest/customer without insult or conflict.
- 4.B.16c Identify complexities and discrepancies in information.
- 4.B.17c Write specific steps for applying information learned to task or new situation.
- 4.B.18c Write set of directions for others sharing information learned and applying that to task or new situation.

Performance Examples:

1. Review a professional journal; choose one article to summarize.
2. Call the publisher for free products in journal.
3. Develop an oral presentation regarding an article in a journal.
4. Summarize trends presented in a graph.

4.C Solve problems using critical thinking.

- 4.C.01a Demonstrate skills used to define and analyze a given problem.
- 4.C.02a Explain the importance and dynamics of individual and teamwork approaches of problem solving.
- 4.C.03a Describe methods of researching and validating reliable information relevant to the problem.
- 4.C.04a Explain strategies used to formulate ideas, proposals and solutions to problems.
- 4.C.05a Select potential solutions based on reasoned criteria.
- 4.C.06a Implement and evaluate solution(s).

4.D Demonstrate positive work behaviors.

- 4.D.01a Identify time management and task prioritization skills.
- 4.D.02a Explain the importance of following workplace etiquette/protocol.
- 4.D.03a Demonstrate willingness to learn and further develop skills.
- 4.D.04a Demonstrate self-management skills.
- 4.D.05a List causes of stress and effective stress management techniques.
- 4.D.06a Describe the importance of having a positive attitude and techniques that boost morale.
- 4.D.07a Show initiative by coming up with unique solutions and taking on extra responsibilities.
- 4.D.08a Explain the importance of setting goals and demonstrate the ability to set, reach, and evaluate goals.
- 4.D.09a Explain the importance of taking pride in work accomplished and extrinsic and intrinsic motivators that can be used to increase pride.
- 4.D.10a Value the importance of professionalism, including reliability, honesty, responsibility, and ethics.
- 4.D.11a Demonstrate a respect for diversity and its benefit to the workplace.

Strand 5: Management and Entrepreneurship

5.A Analyze basic business practices required to start and run a company/organization.

- 5.A.01a Define entrepreneurship.
- 5.A.02a Describe the relationship between suppliers, producers, and consumers.
- 5.A.03a Compare and contrast types of businesses, including sole proprietorships, small businesses, companies, corporations, governmental agencies, and non-profit organizations.
- 5.A.04a Describe practices that ensure quality customer service.
- 5.A.05a Explain the value of competition in business/field.

Performance Examples:

1. Prepare a business plan for a new company in your community.
2. Participate in a discussion with members of a local small-business incubator or chamber of commerce, identifying opportunities and summarizing best practices of new companies.
3. Create an equipment list, with costs, of equipment required for doing specific tasks.
4. Identify local zoning and environmental laws that apply to businesses in your industry.

5.B Manage all resources related to a business/organization.

- 5.B.01a Identify a company's/organization's chain of command and organizational structure.
- 5.B.02a Define and demonstrate leadership and teamwork skills.
- 5.B.03a Explain ways a company or organization can market itself, including choosing a name, designing logos and promotional materials, advertising, and the importance of word-of-mouth.
- 5.B.04a Identify methods to track inventory, productivity, income, expenses, and personnel .
- 5.B.05a Explain the importance of written operating procedures and policies.
- 5.B.06a Identify professional organizations and their benefits.
- 5.B.07a Explain methods to effectively run a meeting.
- 5.B.08c Identify key components of a company "mission statement".
- 5.B.09c Describe different management styles.
- 5.B.10c Describe how the hospitality industry is dependent on the national/global economy.
- 5.B.11c Describe the importance of internal and external customer satisfaction.

Performance Examples:

1. Create a plan to keep track of tools and supplies in your classroom/shop.
2. Work as a team to complete a project, including running and participating in problem-solving meetings.
3. Contact a relevant professional organization and request information about its benefits, membership requirements, and costs.
4. Clip print advertisements from local companies, identifying common themes and contrasting different styles.

5.C Describe methods for managing, organizing, retrieving and reporting financial data.

- 5.C.01a Explain the role of small businesses in the economy.
- 5.C.02a Extract and extrapolate data from financial documents, such as a pay-stub, budget, tax statement, and financial report.
- 5.C.03c Describe the importance of cost control and revenue management in the hospitality industry.

Performance Examples:

1. Create and follow a budget for an in-class project.
2. Identify equipment in your shop/lab that are considered as capital.
3. From a pay-stub, determine gross salary, deductions, and net pay for a calendar year.
4. Create a rate card or other list of standardized costs for services provided, based on research of local rates and practices.

5.D Apply labor and civil rights law and guidelines to business practice and decisions.

- 5.D.01a List federal and state mandated employee rights.
- 5.D.02a Describe proper working conditions for your industry.
- 5.D.03a Explain the role of labor organizations.
- 5.D.04a Discuss the importance of diversity and list methods of encouraging diversity in the workplace.
- 5.D.05a Describe standard forms of employment contracts applicable to your industry.
- 5.D.06a State the current minimum wage, as well as wages for common jobs found within the field.
- 5.D.07a List opportunities for continual professional development.
- 5.D.08c Identify the structure of the exempt/non-exempt(hourly/salaried) employees.
- 5.D.09c Describe the affects of seasonal business demands and how it impacts the labor market.

Performance Examples:

1. Participate in and summarize a discussion with a member of a labor organization.
2. Participate in and summarize a discussion with a member of a civil rights organization.
3. While participating in a group project, write and follow job descriptions for each member of the team.
4. Evaluate a shop/lab in terms of safety, ergonomics, and workflow.

5.E Evaluate the effects of community relations on companies and the industry.

- 5.E.01a Describe the role that the industry/organization plays in different communities.
- 5.E.02a Describe the role that community interests play in a company's/organization's decision-making process.
- 5.E.03c Describe the impact of volunteers in the hospitality industry.
- 5.E.04c Describe how the public perception of a company impacts relations.

Performance Example:

1. Participate in a service project or community-centered event.

5.F Apply legal requirements and ethical considerations to business practice and decisions.

- 5.F.01a Identify laws that regulate businesses/organizations in your field.
- 5.F.02a Define the requirements for and protections given by copyright and trademark law.
- 5.F.03a Define the impact of the Americans with Disabilities Act and other civil rights legislation on your business/organization, employees, and customers.
- 5.F.04a Define ethical business practices for your field.
- 5.F.05a Identify trade-specific practices that support clean energy technologies and encourage environmental sustainability.

Performance Examples:

1. Research the ethical guidelines set forth by a professional organization related to your industry and participate in a debate over how to apply these guidelines to a variety of situations.
2. Create a portfolio of a variety of completed contracts and their uses.
3. Participate in and summarize a discussion with a lawyer, consumer advocate, or other legal professional.
4. Create a quick reference outline listing legal topics and related resources.

Strand 6: Technological Knowledge and Skills

6.A Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software, and connectivity.

- 6.A.01a Select and utilize the appropriate technology to solve a problem or complete a task.
- 6.A.02a Demonstrate file management skills (e.g., install new software, compress and expand files as needed, download files as appropriate).
- 6.A.03a Differentiate between different operating systems and demonstrate use of at least one to open and switch between programs and files.
- 6.A.04a Identify and demonstrate resolutions to simple hardware and software problems as they occur (e.g., frozen screen, disk error, printing problems).
- 6.A.05a Save, retrieve, load, format, and import data into, and export a variety of electronic documents (word processing, spreadsheet, database, AND desktop publishing).
- 6.A.06a Demonstrate the proper use of a variety of external peripherals and how they connect to a computer.
- 6.A.07a Illustrate methods of selecting and using search engines.
- 6.A.08a Send, receive, and manage electronic correspondence and files, in accordance with school policy.
- 6.A.09a Demonstrate proper use of electronic proofreading tools and explain reasons why these shouldn't be relied upon solely.

Performance Example:

1. In the development of work-based projects, students demonstrate computer skills inherent in the word processing techniques used, the organization of data, use of photographic representation, research projects, and other relevant project based activities.

6.B Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media.

- 6.B.01a Identify ways in which technology is used in the workplace and in society.
- 6.B.02a Summarize the rights and responsibilities of the school's Acceptable Use Policy.
- 6.B.03a Explain laws restricting use of copyrighted materials on the Internet.
- 6.B.04a Discuss the concerns about electronic communications, privacy and security, including protection from spyware and viruses.

Performance Example:

1. Describe how computers are used to increase efficiency, accuracy, and professionalism in the industry.

6.C Demonstrate ability to use technology for research, problem solving, and communication.

- 6.C.01a Locate, evaluate, collect, and process information from a variety of electronic sources.
- 6.C.02a Demonstrate the use of telecommunications and other media to interact or collaborate with peers, experts, and other audiences.

- 6.C.03a Demonstrate the use of appropriate electronic sources to conduct research (e.g., Web sites, online periodical databases, and online catalogs).
- 6.C.04a Demonstrate proper style (with correct citations) when integrating electronic research results into a research project.
- 6.C.05a Collect, organize, analyze, and graphically present data using the most appropriate tools.
- 6.C.06a Present information, ideas, and results of work using any of a variety of communications technologies (e.g., multimedia presentations, Web pages, videotapes, desktop-published documents).
- 6.C.07a Identify capabilities of technology resources and describe how they can be used for lifelong learning.
- 6.C.08a Demonstrate the proper use of electronic tools and office communications equipment (telephone, fax, copier, etc).

Performance Example:

1. Student is able to effectively use various technologies in the workplace.