



Form F.4

Publisher Alignment Form and Review Scoring Rubric

Summer 2013 Adoption Review Institute:

Business Management & Administration Career Cluster™ Supplement

Publisher Information and Instructions:

Corporation or Publisher:	<u>The Goodheart-Willcox Company, Inc.</u>	Submitted By (Name):	<u>Kelly A. Jackson</u>	E-mail:	<u>kjackson@g-w.com</u>
Division or Imprint:	<u>Goodheart-Willcox Publisher</u>	Phone:	<u>708.623.1911</u>	Lexile Score:	<u>1050L</u>
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Phone:	<u>708.623.1911</u>	Date:	<u>May 22, 2013</u>

SECTION I: (CONTENT STANDARDS) CITATION REQUIREMENTS AND SCORING

- Enter the highest level of citation for each indicator; enter the page number and the paragraph. (Example: [123-5] would refer the reviewer to Page 123, paragraph 5 to find the evidence of the indicator.)
 - Citations may refer to either the Student Edition or the Teacher Edition.
 - Each citation must address the appropriate level of cognition:
 - Citation 1: Cites material that provides an introduction to the content at the basic knowledge and recall levels.
 - Citation 2: Cites material that builds on prior knowledge/skills at the comprehension and application levels.
 - Citation 3: Cites material that builds on prior knowledge/skills and integrates content to meet the standard at the analysis, synthesis and/or evaluation levels.
 - The citation(s) must be found satisfactory by the Review Team to meet the requirements of the standard. Scoring will be as follows:
 - Satisfactory citations at the “Basic Knowledge” level only, or no valid citations, score zero (0) points.
 - Satisfactory citations at the “Application” level score a total of six (6) points.
 - Satisfactory citations at the highest levels of Bloom’s Taxonomy score a total of ten (10) points.
- NOTE:** The reviewer will ONLY enter the highest level score. (Example, if the publisher places a citation in Column 2 and 3 and the reviewer verifies that it meets level three (3), they will enter ten (10) points)

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INSTRUCTIONS: Complete citations for the Business Management & Administration Career Cluster™

SECTION I Common Career Technical Core	Citation 1	Citation 2	Citation 3	Item #	Item Score
Completion of the Career Cluster Citations Below is Mandatory Business Management & Administration (BM) Career Cluster™					
<p>Utilize mathematical concepts, skills and problem solving to obtain necessary information for decision-making in business.</p>	<p>18-5, 19-1, 84-3, 84-4, 84-5, 85-all, 86-1, 86-2, 86-3, 86-4, 131-1, 132-all, 133-all, 159-1, 159-2, 346-3, 346-4, 346-5 Figure 1-1, 18-6 You Do the Math (23-all, 43-all, 91-all, 122-all, 162-all, 185-all, 223-all, 255-all, 314-all, 340-all, 363-all, 398-all, 427-all, 454-all, 474-all, 513-all, 538-all, 573-all, 584-all, 620-all, 647-all)</p>	<p>14-all, 15-all, 16-all, 17-all, 18-all, 19-all, 20-all, 21-all, 136-1, 136-2, 136-3, 136-4, 137-all, 138-all, 235-1, 235-2, 252-3, 252-4, 252-5, 253-all, 254-1, 254-2, 256-2, 256-3, 256-4, 256-5, 399-2, 399-3, 400-1, 400-2, 401-4, 401-5, 401-6, 442-3, 443-1 Figure 8-1, 256-6</p>	<p>15-3, 15-4, 16-1, 16-2, 16-3, 16-4, 24-5, 25-1, 38-6, 39-1, 52-3, 52-4, 52-5, 159-3, 160-all, 257-1, 257-2, 257-3, 257-4, 264-2, 264-3, 264-4, 264-5, 264-6, 264-7, 520-1, 520-2, 521-2, 523-all, 524-all, 613-3, 613-4, 613-5, 613-6 Figure 5-5, 159-4 Figure 5-6, 160-6 Figure 16-8, 521-1 Math Skills Handbook (660–675-all)</p>	1	
<p>Describe laws, rules and regulations as they apply to effective business operations.</p>	<p>16-7, 331-1, 320-3, 320-4, 341-2, 373-3, 373-4, 374-all, 375-all, 458-all, 459-all, 460-1, 460-2, 460-3, 460-4, 510-3, 510-4,</p>	<p>74-6, 90-6, 92-2, 114-2, 121-3, 150-1, 185-2, 198-5, 199-2, 199-3, 200-1, 200-1, 200-2, 263-1, 267-9, 268-1, 357-4,</p>	<p>348-2, 523-all, 524-all, 546-2, 546-3, 546-4, 546-5</p>	2	
<p>IMB Scoring Rubric 09 Sept 2011 (lb); March 2013 Career and Technical Education</p>	<p>THE PAGES OF THIS FORM WILL BE SCANNED. PLEASE FOLLOW THESE GUIDELINES WHEN PREPARING IT FOR SUBMISSION:</p> <ul style="list-style-type: none"> ▪ Use only the original forms provided by the Instructional Material Bureau. Do not modify the form. Do not attempt to “recreate” the form. ▪ Print out the completed form on 20# white 8.5 x 11 office paper ONLY. Do not insert covers, dividers etc. ▪ Do not bind the completed form. Use a single staple in the corner to secure the form. 			PAGE TOTAL	



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SECTION I Common Career Technical Core	Citation 1	Citation 2	Citation 3	Item #	Item Score
	Figure 16-5, 511-1 Career feature, 622-all Event Prep, 289-4, 289-5	422-6, 458-4, 459-5, 460-1			
Explore, develop and apply strategies for ensuring a successful business career.	472-all, 473-all, 474-all, 475-all, 476-all, 477-all, 478-all, 479-all, 480-all, 481-all, 482-all, 483-all, 484-all, 485-all, 486-all, 487-all, 488-all, 489-all, 490-all, 491-1, 491-2, 492-all, 493-all	478-4, 479-1, 479-2, 479-3, 480-all, 481-1, 481-2, 517-3, 517-4, 517-5 Figure 15-2, 476-all College and Career Readiness Portfolio (31-all, 69-all, 109-all, 143-all, 168-all, 209-all, 249-all, 289-all, 327-all, 353-all, 383-all, 411-all, 435-all, 467-all, 497-all, 529-all, 555-all, 579-all, 607-all, 629-all, 659-all)	500-3, 500-4, 502-all, 503-2, 504-1, 506-1, 506-2, 506-3, 506-4, 506-5, 506-6 Figure 5-1, 501-all Figure 5-2, 503-all Figure 5-3, 505-all	3	
Identify, demonstrate and implement solutions in managing effective business customer relationships.	38-3, 336-4, 337-all, 338-all, 339-all, 340-all, 341-all, 458-all, 459-all, 460-all, 461-all, 462-all, 463-	186-7, 186-8, 186-9, 186-10, 186-11, 187-2, 187-3, 330-all, 331-all, 332-all, 333-all, 334-all,	195-3, 195-4, 195-5, 195-6, 238-all, 239-1, 336-all, 337-all, 338-all, 339-all, 340-all, 341-all,	4	

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	all, 623-all, 624-all	335-all, 546-2, 546-3, 546-4, 546-5 Figure 6-4, 187-1	342-all, 343-all, 344-all, 345-all, 346-all, 347-all, 348-all, 349-all, 510-5, 510-6, 511-all, 512-all, 513-all, 514-all, 515-all, 516-all, 517-1, 517-2m, 549-2, 549-3, 550-1,		
Implement systems, strategies and techniques used to manage information in a business.	82-2, 83-1, 300-2, 316-7, 317-2, 317-4, 317-5, 317-8, 331-1, 516-3, 521-4	316-8, 317-1, 317-3, 331-2, 331-3, 449-3, 449-4, 521-5	24-2, 24-3, 317-6, 317-7, 317-8, 318-1, 318-2, 331-4, 523-all, 524-all, 523-all, 524-all	5	
Implement, monitor and evaluate business processes to ensure efficiency and quality results.	238-all, 239-all, 240-1, 240-2, 240-3, 240-4, 480-4, 481-1, 481-2, 510-5, 510-6, 511-all, 512-all, 513-all, 514-all, 515-all, 516-all, 517-1, 517-2, 549-2, 549-3, 550-1	38-3, 77-3, 79-6, 79-7, 80-1, 315-3, 315-4	238-3, 238-4, 238-5, 238-6, 238-7, 487-4, 488-1	6	

Total Possible Score 60

INSTRUCTIONS: Complete citations for ONLY ONE career pathway category below. (If multiple pathway categories are completed, the reviewer shall only review the first pathway completed in the sequence below.)

Administrative Support Career Pathway

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Plan, staff, lead and organize human resources to enhance employee productivity and satisfaction.	510-3, 510-4, 518-1	Teamwork (30-1, 68-1, 108-1, 142-2, 168-1, 208-3, 248-1, 288-1, 326-1, 352-1, 382-1, 410-1, 434-1, 466-1, 496-1, 528-4, 554-1, 578-1, 606-1, 628-1, 658-1)	508-3, 509-1, 509-2, 517-4, 517-5, 601-3 Figure 16-4, 508-4	1	
Access, evaluate and disseminate information for business decision making.	90-1, 297-7, 297-8, 299-2, 621-1 Common Core, 434-4	90-all, 91-1, 91-2, 274-5, 387-1, 388-4, 447-2, 449-3, 478-4, 479-1, 521-3, Common Core (142-4, 248-4, 326-5)	256-2, 256-3, 256-4, 256-5, 297-9, 298-1, 298-3, 334-1, 334-2, 334-3, 334-4, 334-5, 401-2, 401-3, 402-all, 403-1, 442-3, 443-1, 479-2, 479-3, 480-1 Figure 8-1, 256-6 Teamwork 410-1 Common Core (108-5, 168-4, 168-5, 326-4, 352-3, 34-1, 334-2, 334-3, 334-4, 334-5)	2	
Plan, monitor and manage day-to-day business activities.	34-3, 34-4, 34-5, 36-2, 36-4, 36-5, 37-1	19-4, 19-5, 19-6, 19-7, 20-2, 20-3, 35-1, 36-1	20-4, 21-1, 36-3, 37-2, 37-3, 38-all, 39-all, 40-all, 41-	3	

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	Figure 2-1, 34-6	Figure 2-2, 35-2	all, 42-all, 43-all, 44-all, 45-all Figure 1-2, 20-1 Figure 1-3, 21-2 Figure 2-3, 36-6 Figure 2-4, 37-4		
Total Possible Score 30					
Business Information Management Career Pathway					
Describe and follow laws and regulations affecting business operations and transactions.				1	
Plan, monitor, manage and maintain the use of financial resources to ensure a business's financial wellbeing.				2	
Access, evaluate and disseminate information for business decision making.				3	
Plan, monitor and manage day-to-day business activities to sustain continued business functioning.				4	
Plan, organize and manage an organization/department to achieve business goals.				5	
Total Possible Score 50					
General Management Career Pathway					
Describe and follow laws and regulations affecting business operations and transactions.				1	
Access, evaluate and disseminate information for business decision making.				2	
Apply economic concepts fundamental to global business operations.				3	
Employ and manage techniques, strategies and systems to enhance business relationships.				4	
Plan, monitor, manage and maintain the use of financial resources to ensure a business's financial wellbeing.				5	
Plan, monitor and manage day-to-day business activities to sustain continued business functioning.				6	
Plan, organize and manage an organization/department to achieve business goals.				7	
Create strategic plans used to manage business growth, profit and goals.				8	
Total Possible Score 80					
Human Resources Management Career Pathway					

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Describe and follow laws and regulations affecting human resource operations.				1	
Access, evaluate and disseminate information for human resources management decision making.				2	
Motivate and supervise personnel to achieve completion of projects and business goals.				3	
Plan, monitor and manage the use of financial and human resources to ensure a business's financial wellbeing.				4	
Plan, staff, lead and organize human resources to enhance employee productivity and satisfaction.				5	
Plan, monitor and manage day-to-day business activities to foster a healthy and safe work environment.				6	
Plan, organize and implement compensation, benefits, health, and safety programs.				7	
				Total Possible Score 70	
Operations Management Career Pathway					
Describe and follow laws and regulations affecting business operations and transactions.				1	
Develop and maintain positive customer relationships.				2	
Apply inventory tracking systems to facilitate operational controls.				3	
Plan, monitor and manage day-to-day business activities to maintain and improve operational functions.				4	
				Total Possible Score 40	

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