



A Correlation: Wisconsin CTE Standards and JA Introduction to Business and Technology

Session Descriptions	Student Objectives	Academic Standards
Theme 1: Teamwork		
<p>Project: Blogging Basics</p> <p>In this project, students will create a blog in the voice of an assumed persona who has information and truths to share with people entering the workforce. Students will continue to improve and enhance the features of their blogs throughout the semester while working on four discrete projects, each requiring a new blog post in response to an essential question.</p>	<p>Students will:</p> <ul style="list-style-type: none"> Investigate the purpose of blogging. Review blog features. Create email accounts (needed to set up accounts with a blogging site). Experiment with a blog hosting site. 	<p><u>WI Business and Information Technology: Business Communication</u> BIT.BC.1.B.i.1: Respond to questions directly and appropriately.</p> <p>BIT.BC.1.C.a.1: Compose and evaluate formal and informal digital correspondence.</p> <p>BIT.BC.1.C.a.2: Participate in a digital [discussion board] related to a given topic. [blog]</p> <p>BIT.BC.4.A.i.5: Respond to questions directly and appropriately.</p> <p><u>WI Business and Information Technology: Digital Communications and Media</u> BIT.DCM.1.C.i.1: Create a basic web page using recommended HTML5 section elements: header, navigation, main, footer, etc.</p> <p>BIT.DCM.1.C.a.12: Research and analyze options for hosting platforms and domain name solutions.</p>
<p>1.1 Team Building</p> <p>Students will receive an introduction to the concepts of team building. They will learn personal skills that have workplace relevance and work together in teams.</p>	<p>Students will:</p> <ul style="list-style-type: none"> Review team courtesy and communication. Identify strengths as team members. Identify key members of a team and team roles 	<p><u>WI Business and Information Technology: Business Communication</u> BIT.BC.2.A.i.7: Describe strategies for communicating with co-workers.</p> <p><u>WI Business and Information Technology: Entrepreneurship</u> BIT.EN.6.A.i.4: Describe the attributes of successful teams and provide examples.</p> <p><u>WI Business and Information Technology: Management</u> BIT.MAN.2.A.b.1: Describe the different roles that individuals play on an effective team.</p>

JA Introduction to Business and Technology

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<p>1.2 Team Leadership and Team Structure</p> <p>Students learn about four different styles of leadership and practice using them. Then, students use a problem-solving process to work with cross-functional teams to find solutions to a workplace problem.</p>	<p>Students will:</p> <ul style="list-style-type: none"> • Learn about leadership and the traits of a strong leader. • Compare and contrast leadership styles. • Analyze, organize, and prioritize tasks to solve a workplace problem. • Coordinate work with that of team members. 	<p><u>WI Business and Information Technology: Business Communication</u> BIT.BC.1.C.i.5: Collaborate with others through technology to acquire and share information.</p> <p>BIT.BC.2.B.a.1: Demonstrate the ability to resolve conflict in a group.</p> <p>BIT.BC.2.B.i.2: Demonstrate leadership skills when working in a group.</p> <p><u>WI Business and Information Technology: Entrepreneurship</u> BIT.EN.6.A.a.4: Develop strategies to motivate employees and apply effective leadership and motivation techniques.</p> <p>BIT.EN.6.A.a.5: Explain the impact of leadership styles and management approaches on employee productivity and morale.</p> <p><u>WI Business and Information Technology: Management</u> BIT.MAN.1.A.i.2: Identify different management styles.</p> <p>BIT.MAN.1.A.a.2: Explain traits and skills required of effective leadership.</p>

JA Introduction to Business and Technology

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<p>1.3 Team Functions</p> <p>Students learn the functions and responsibilities of an effective team. They create a shared agreement for the behavior of all team members and learn how to evaluate a team's effectiveness.</p>	<p>Students will:</p> <ul style="list-style-type: none"> Recognize and demonstrate the characteristics of a high-performance team. Examine different aspects of team building and identify strategies to build a successful team. Explain the relationships among teamwork, organizational, and time management skills and how they contribute to career and personal success. Evaluate effective team performance. 	<p><u>WI Business and Information Technology: Business Communication</u> BIT.BC.1.C.i.5: Collaborate with others through technology to acquire and share information.</p> <p>BIT.BC.2.A.i.5: Explain the value and impact of interpersonal relationships in a business environment.</p> <p>BIT.BC.2.B.a.2: Model appropriate behavior when collaborating with others.</p> <p><u>WI Business and Information Technology: Entrepreneurship</u> BIT.EN.6.A.i.4: Describe the attributes of successful teams and provide examples.</p> <p>BIT.EN.6.A.i.5: Demonstrate how successful teams solve problems.</p>
<p>1.4 Team Commitment and Organizational Mission</p> <p>Students learn the importance of being a committed team member. They learn how mission statements support the concept of team commitment and create one.</p>	<p>Students will:</p> <ul style="list-style-type: none"> Research team commitment and its effect in an organization. Evaluate the importance of a mission statement and how individual jobs support the overall mission. Create a mission statement for the class. Identify how you, as an individual team member, can support the mission. 	<p><u>WI Business and Information Technology: Entrepreneurship</u> BIT.EN.6.A.i.1: Create a mission and vision statement.</p> <p><u>WI Business and Information Technology: Management</u> BIT.MAN.1.C.a.2: Examine the importance of setting a vision, mission, goals, values, and objectives within an organization.</p>

JA Introduction to Business and Technology

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Theme 2: Technology and Presentation Tools		
<p>Project: Technology and Presentation Tools</p> <p>Students will explore the use of questions and videos as learning and teaching tools. They will explore how to use these tools effectively on their blogs as they create FAQs on the effect of technology and presentation tools on productivity.</p>	<p>Students will:</p> <ul style="list-style-type: none"> • Identify the key aspects of FAQs and open-ended questions. • Develop an FAQ section or post. • Write an open-ended question to be answered in the comments to the post. • Identify appropriate training videos for three different applications to enhance their FAQ section. 	<p><u>WI Business and Information Technology: Business Communication</u></p> <p>BIT.BC.1.A.i.1: Determine if more information is needed and ask appropriate questions.</p> <p>BIT.BC.1.B.i.3: Gather appropriate information in order to deliver an accurate and concise message.</p> <p>BIT.BC.1.B.a.3: Use effective techniques when delivering a formal written or spoken presentation, including identifying the intended audience.</p> <p>BIT.BC.1.C.a.1: Compose and evaluate formal and informal digital correspondence.</p> <p>BIT.BC.1.C.i.4: Compose, deliver, and publish documents digitally.</p> <p>BIT.BC.1.C.a.6: Use social media to communicate effectively with various audiences.</p> <p>BIT.BC.1.C.i.7: Recognize the importance of response timeliness and accuracy when using a digital platform.</p> <p>BIT.BC.3.A.a.2: Recognize and write effective and grammatically appropriate complex sentences and paragraphs.</p> <p>BIT.BC.3.A.i.4: Compose an appropriate message for specific audiences.</p> <p>BIT.BC.3.B.a.1: Proofread and edit business documents to ensure they are clear, concise, and consistent.</p> <p>BIT.BC.4.A.i.4: Determine when more information is needed and ask appropriate questions.</p> <p>BIT.BC.4.A.a.4: Ask questions with confidence to elicit more information.</p>

JA Introduction to Business and Technology

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<p>2.1 Digital citizenship</p> <p>Students explore digital citizenship and what it means to be a productive and responsible citizen in the digital world.</p>	<p>Students will:</p> <ul style="list-style-type: none"> Recognize the importance of your digital footprint and manage it professionally. Identify proper etiquette when communicating with technology. Identify the nine elements of digital citizenship. Discuss issues and consequences related to the use of technology. 	<p><u>WI Business and Information Technology: Business Communication</u> BIT.BC.1.A.a.1: Formulate judgments about the ideas under discussion and support those judgments with convincing evidence.</p> <p>BIT.BC.1.B.i.4: Determine if technology will impact the delivery of the message.</p> <p>BIT.BC.1.C.i.2: Create professional email communication to request or share information.</p> <p>BIT.BC.2.A.i.2: Demonstrate appropriate manners and etiquette when interacting with people from diverse backgrounds.</p> <p><u>WI Business and Information Technology: Information Technology</u> BIT.IT.1.H.a.1: Recognize the importance of one’s digital footprint and how to manage it professionally.</p>
<p>2.2 Word Processing</p> <p>Students explore best practices for word processing, including formatting and layout. They practice using word processing tools to improve a document, then they set up and use a collaborative document.</p>	<p>Students will:</p> <ul style="list-style-type: none"> Identify and use technology tools for conveying information, solving problems, and expediting business processes. Use basic word processing applications. Use help features and reference materials to learn applications. <p>Use collaborative application tools to support learning.</p>	<p><u>WI Business and Information Technology: Business Communication</u> BIT.BC.1.B.i.4: Determine if technology will impact the delivery of the message.</p> <p>BIT.BC.2.B.a.2: Model appropriate behavior when collaborating with others.</p> <p>BIT.BC.4.B.i.5: Use digital collaboration tools to plan with group members.</p> <p>BIT.BC.1.C.i.8: Integrate functions of word processing, spreadsheets, or presentation tools to multiple scenarios.</p> <p><u>WI Business and Information Technology: IT Foundations</u> BIT.IT.1.A.a.1: Demonstrate the touch method of keyboarding</p> <p>BIT.IT.1.B.a.1: Apply advanced editing and formatting features: find/replace, paragraph, column layout, and pagination options.</p> <p>BIT.IT.1.B.a.9: Collaborate on documents using multi-user features: tracking changes, merging documents, and online collaboration.</p>

JA Introduction to Business and Technology

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<p>2.3 Spreadsheets</p> <p>Students learn about common types of business correspondence and when to use each. They also learn how to use appropriate language in business correspondence.</p>	<p>Students will:</p> <ul style="list-style-type: none"> • Describe types of business correspondence used to share information internally and externally. • Use appropriate language for business correspondence. • Analyze the purpose and audience for a message and write an informative letter, memo, or email to share the information. 	<p><u>WI Business and Information Technology: Business Communication</u></p> <p>BIT.BC.1.A.a.5: Analyze and evaluate the intent of a message.</p> <p>BIT.BC.1.B.a.2: Use standardized English when speaking and writing, avoiding the use of expletive, slang, jargon, and technical terms.</p> <p>BIT.BC.1.B.i.3: Gather appropriate information in order to deliver an accurate and concise message.</p> <p>BIT.BC.1.C.a.1: Compose and evaluate formal and informal digital correspondence.</p> <p>BIT.BC.1.C.i.2: Create professional email communication to request or share information.</p> <p>BIT.BC.1.C.i.4: Compose, deliver, and publish documents digitally.</p> <p>BIT.BC.3.A.a.2: Recognize and write effective and grammatically appropriate complex sentences and paragraphs.</p> <p>BIT.BC.3.A.i.4: Compose an appropriate message for specific audiences.</p> <p>BIT.BC.3.B.a.1: Proofread and edit business documents to ensure they are clear, concise, and consistent.</p> <p>BIT.BC.3.B.a.5: Compose a formal business letter.</p>

JA Introduction to Business and Technology

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<p>2.4 Presentations</p> <p>Students explore spreadsheet software and work with various functionality and formulas.</p>	<p>Students will:</p> <ul style="list-style-type: none"> Identify and use technology tools for conveying information, solving problems, and expediting business processes. Use spreadsheets to present and analyze data. Use help features and reference materials to learn applications. 	<p><u>WI Business and Information Technology: Accounting and Finance</u> BIT.ACF.3.A.a.2: Create financial reports using spreadsheet and accounting software.</p> <p><u>WI Business and Information Technology: Business Communication</u> BIT.BC.1.C.i.4: Compose, deliver, and publish documents digitally.</p> <p>BIT.BC.1.C.i.8: Integrate functions of word processing, spreadsheets, or presentation tools to multiple scenarios.</p> <p><u>WI Business and Information Technology: Digital Communications and Media</u> BIT.DCM.1.A.i.1: Create a document or publication incorporating text, columns, graphics, borders, and shading.</p> <p><u>WI Business and Information Technology: Computer Science</u> BIT.CS.2.A.i.2: Using a spreadsheet program, use functions and develop sequences to clean data.</p> <p>BIT.CS.2.A.i.3: Using a spreadsheet program, use functions and develop sequences to filter data.</p> <p>BIT.CS.2.A.i.4: Using a spreadsheet program, use data sorting capabilities to sort a table by a single column; then by two columns.</p> <p><u>WI Business and Information Technology: IT Foundations</u> BIT.IT.1.C.b.1: Enter data into a spreadsheet.</p> <p>BIT.IT.1.C.a.1: Perform logical operations in formulas using nested, lookup, and date and time functions.</p> <p>BIT.IT.1.C.a.4: Create and modify pivot tables to analyze and summarize data.</p>

JA Introduction to Business and Technology

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Theme 3: 21st Century Skills: Analysis and Decision Making		
<p>Project: 21st Century Skills</p> <p>In this session students will be introduced to 21st Century Skills and their relevance in achieving success. In preparation for writing a blog post in response to an article about 21st Century Skills, students will review the elements of an essay and begin researching an article.</p>	<p>Students will:</p> <ul style="list-style-type: none"> • Research 21st century skills. • Create a blog post to analyze the importance of a 21st century skill. • Write an argument in response to an article. • Develop a critical thinking question about a 21st century skill. 	<p><u>WI Business and Information Technology: Business Communication</u></p> <p>BIT.BC.1.A.a.6: Synthesize information from multiple sources to think critically during decision-making.</p> <p>BIT.BC.1.B.a.2: Use standardized English when speaking and writing, avoiding the use of expletive, slang, jargon, and technical terms.</p> <p>BIT.BC.1.C.a.2: Participate in a digital discussion board related to a given topic.</p> <p>BIT.BC.1.C.a.3: Use digital libraries and other resources to find information to write a research paper with contextually appropriate cited sources.</p> <p>BIT.BC.1.C.i.4: Compose, deliver, and publish documents digitally.</p> <p>BIT.BC.1.D.a.3: Interpret information from multiple primary and secondary sources.</p> <p>BIT.BC.3.A.a.2: Recognize and write effective and grammatically appropriate complex sentences and paragraphs.</p> <p>BIT.BC.3.A.i.4: Compose an appropriate message for specific audiences.</p> <p>BIT.BC.3.B.a.1: Proofread and edit business documents to ensure they are clear, concise, and consistent.</p>

JA Introduction to Business and Technology

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<p>3.1 Presenting Your Personal Brand</p> <p>Students learn about the importance of developing their own personal brand and how to use a video biography to share information about themselves with potential employers or colleges. Students will review elements of effective presentations and develop and evaluate video biographies.</p>	<p>Students will:</p> <ul style="list-style-type: none"> • Explain the personal and workplace skill of personal branding. • Use effective presentation skills to create a video biography. 	<p><u>WI Business and Information Technology: Business Communication</u></p> <p>BIT.BC.1.B.i.3: Gather appropriate information in order to deliver an accurate and concise message.</p> <p>BIT.BC.1.B.a.3: Use effective techniques when delivering a formal written or spoken presentation, including identifying the intended audience.</p> <p>BIT.BC.1.B.i.4: Determine if technology will impact the delivery of the message.</p> <p>BIT.BC.1.C.a.1: Compose and evaluate formal and informal digital correspondence.</p> <p>BIT.BC.1.C.i.8: Integrate functions of word processing, spreadsheets, or presentation tools to multiple scenarios.</p> <p>BIT.BC.2.A.i.6: Present the impact of effective communication on your professional image.</p> <p>BIT.BC.2.A.a.7: Create work products that communicate a professional image.</p> <p>BIT.BC.2.A.a.7: Create work products that communicate a professional image.</p> <p>BIT.BC.4.B.a.4: Implement the use of audio, video, or handouts to enhance a presentation.</p> <p><u>WI Business and Information Technology: Digital Communications and Media</u></p> <p>BIT.DCM.1.B.a.1: Create media-rich presentations for a target audience, incorporating digital images, audio, and video files.</p> <p>BIT.DCM.1.E.a.1: Capture digital video using various cinematic techniques: framing, lighting, angles, etc.</p> <p>BIT.DCM.1.E.i.2: Create an edited video sequence from captured video files and multiple inputs using layering in editing.</p>

JA Introduction to Business and Technology

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<p>3.2 Developing an e-Portfolio</p> <p>Students learn about how e-portfolios can be used to document their accomplishments and qualifications, especially when applying to colleges or interviewing for jobs. They set up and showcase their own e-portfolio and begin compiling a digitized collection of audio, multimedia, graphics, and text-based accomplishments.</p>	<p>Students will:</p> <ul style="list-style-type: none"> Examine types of e-portfolios and their uses. Develop a career portfolio of items to share with a college admissions office or a prospective employer. 	<p><u>WI Business and Information Technology: Business Communication</u> BIT.BC.1.C.a.1: Compose and evaluate formal and informal digital correspondence.</p> <p>BIT.BC.1.C.i.4: Compose, deliver, and publish documents digitally.</p> <p>BIT.BC.5.A.i.4: Develop a portfolio containing career research materials.</p> <p><u>WI Business and Information Technology: Digital Communications and Media</u> BIT.DCM.1.B.a.1: Create media-rich presentations for a target audience, incorporating digital images, audio, and video files.</p>
<p>3.3 Making Decisions and Solving Problems</p> <p>Students understand the importance of strategic and intentional decision-making and problem-solving. They learn about decision-making processes and tools and how they can apply these tools in a range of different scenarios.</p>	<p>Students will:</p> <ul style="list-style-type: none"> Identify techniques for solving problems and making decisions. Apply a decision-making process. 	<p><u>WI Business and Information Technology: Business Communication</u> BIT.BC.1.A.a.6: Synthesize information from multiple sources to think critically during decision-making.</p> <p>BIT.BC.2.B.a.3: Facilitate group decision-making and goal setting.</p> <p><u>WI Business and Information Technology: Entrepreneurship</u> BIT.EN.2.A.b.4: Generate alternative solutions to a given problem.</p> <p>BIT.EN.6.A.i.5: Demonstrate how successful teams solve problems.</p> <p><u>WI Business and Information Technology: Management</u> BIT.MAN.1.C.i.4: Compare managerial decision-making techniques.</p>

JA Introduction to Business and Technology

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<p>3.4 Ethical and Legal Responsibilities</p> <p>Students examine ethics and integrity as they are demonstrated in the workplace through scenarios and role-playing. Students apply an ethical decision-making process to workplace dilemmas.</p>	<p>Students will:</p> <ul style="list-style-type: none"> • Differentiate among ethics, values, beliefs, and ethical dilemmas. • Practice an ethical decision-making process. • Analyze workplace ethical dilemmas using the ethical decision-making tool. 	<p><u>WI Business and Information Technology: Business Communication</u> BIT.BC.4.A.i.2: Model effective communication group discussions and roleplaying.</p> <p><u>WI Business and Information Technology: Business Law and Ethics</u> BIT.BLE.5.A.i.1: Distinguish between business and personal ethics. BIT.BLE.5.A.i.2: Explain how a person's values relate to ethical behavior.</p>
<p>Theme 4: Careers, HR, and Talent</p>		
<p>Project: Careers, HR and Talent</p> <p>In this session, students will examine the factors that determine employee satisfaction, evaluate scenarios, and conduct independent research.</p>	<p>Students will:</p> <ul style="list-style-type: none"> • Research employee needs to foster job satisfaction, growth, and professional development. • Investigate the benefits companies have to attract and retain employees. • Examine the advantages and challenges to a business to provide the benefits employees desire. 	<p><u>WI Business and Information Technology: Management</u> BIT.MAN.3.B.a.3: Explain how employees' performance is evaluated, incentivized, and related to compensation and benefits.</p>

JA Introduction to Business and Technology

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<p>4.1 Career Exploration</p> <p>Students explore their possible future career paths. They examine their personal interests and skills, and how those might relate to appropriate career fits. They also learn about specific occupational fields that have bright prospects for providing career opportunities.</p>	<p>Students will:</p> <ul style="list-style-type: none"> • Compare personal interests, talents, and skills with various career options. • Analyze job opportunities within career clusters that match personal interests and abilities. • Create a career plan that includes steps to transition from high school to postsecondary education/training or the workforce. 	<p><u>WI Business and Information Technology: Business Communication</u> BIT.BC.5.A.i.4: Develop a portfolio containing career research materials. BIT.BC.5.A.a.4: Develop a digital portfolio containing career research materials for at least one career pathway.</p> <p><u>WI Business and Information Technology: Entrepreneurship</u> BIT.EN.6.A.i.2: Identify skills and traits needed for specific jobs and careers.</p> <p><u>WI Business and Information Technology: Management</u> BIT.MAN.3.B.i.2: Illustrate several stages for an individual to gradually develop, maintain, and improve work-based employment skills.</p>
<p>4.2 Preparing for the Interview</p> <p>Students learn about the process of applying for job openings. They examine effective techniques for writing resumes and cover letters and then they develop a resume and custom cover letters. They learn strategies to prepare for an interview and develop stories that illustrate skills that they could share with a potential employer.</p>	<p>Students will:</p> <ul style="list-style-type: none"> • Identify appropriate content and formatting for resumes and cover letters. • List effective strategies for preparing for an interview. • Use storytelling strategies to demonstrate skills and abilities that transfer into the workplace. 	<p><u>WI Business and Information Technology: Business Communication</u> BIT.BC.3.A.a.2: Recognize and write effective and grammatically appropriate complex sentences and paragraphs. BIT.BC.3.A.i.4: Compose an appropriate message for specific audiences. BIT.BC.3.B.a.1: Proofread and edit business documents to ensure they are clear, concise, and consistent. BIT.BC.3.B.a.5: Compose a formal business letter. BIT.BC.5.A.a.5: Analyze characteristics of effective and ineffective interview procedures, questions, and responses. BIT.BC.5.A.i.2: Write a simple resume for a simulated job opportunity. BIT.BC.5.A.i.3: Develop a letter of application or cover letter. BIT.BC.5.A.i.7: Describe appropriate questions a potential employee could ask an interviewer.</p>

JA Introduction to Business and Technology

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<p>4.3 Interviewing Skills</p> <p>Students learn about common mistakes job candidates make in interviews. They also learn to identify and practice using good interview techniques.</p>	<p>Students will:</p> <ul style="list-style-type: none"> Identify effective and ineffective interview behaviors. Role-play interview situations for simulated job opportunities. Analyze and evaluate appropriate communication techniques for interviews. 	<p><u>WI Business and Information Technology: Business Communication</u></p> <p>BIT.BC.1.A.i.3: Interview people to learn about a topic and write a summary.</p> <p>BIT.BC.4.A.i.8: Demonstrate basic interview skills in a mock interview.</p> <p>BIT.BC.4.A.a.8: Demonstrate appropriate interviewing techniques in mock employment interviews.</p> <p>BIT.BC.5.A.a.5: Analyze characteristics of effective and ineffective interview procedures, questions, and responses.</p> <p>BIT.BC.5.A.i.5: Participate in an interview or role-play a simulated interview.</p> <p>BIT.BC.5.A.i.7: Describe appropriate questions a potential employee could ask an interviewer.</p>
<p>4.4 Flexible Work Models</p> <p>Students learn about common flexible schedule work models. They identify the situations in which those forms are most common as well as the strengths and weaknesses of each form. They also research job postings and requirements for jobs with flexible schedules.</p>	<p>Students will:</p> <ul style="list-style-type: none"> Evaluate the strengths and weaknesses of common flexible work models. Describe the benefits and challenges of flexible work models from the perspective of the employee and the employer. Determine steps to take to become qualified for positions with flexible models. 	<p>NA</p>

JA Introduction to Business and Technology

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<p>Case Study: Collaborating and Building Teams</p> <p>Students learn how successful collaboration and teamwork are essential for accomplishing shared goals in the workplace. They will read scenarios about workplace team-building and analyze the roles required to form a successful organization. They complete a responsibility matrix to outline team tasks and accountabilities.</p>	<p>Students Will Learn How To:</p> <ul style="list-style-type: none"> Recognize when people working as a team can yield better results than individuals working alone. Assign tasks and responsibilities to people based on both their talents and their limitations. Collaborate effectively in pursuit of a common goal. Analyze a business scenario in which teamwork is essential for success. 	<p><u>WI Business and Information Technology: Business Communication</u> BIT.BC.1.C.i.5: Collaborate with others through technology to acquire and share information.</p> <p>BIT.BC.2.B.a.2: Model appropriate behavior when collaborating with others.</p> <p>BIT.BC.2.B.a.3: Facilitate group decision-making and goal setting.</p> <p>BIT.BC.2.B.i.4: Establish team goals and objectives.</p> <p><u>WI Business and Information Technology: Entrepreneurship</u> BIT.EN.6.A.i.4: Describe the attributes of successful teams and provide examples.</p> <p>BIT.EN.6.A.i.5: Demonstrate how successful teams solve problems.</p> <p><u>WI Business and Information Technology: Management</u> BIT.MAN.2.A.i.1: Design a team to achieve a goal that includes various roles and functions.</p>