Florida Department of Education CURRICULUM FRAMEWORK

Program Title: Commercial Photography Technology
Occupational Area: Industrial Education

PSAV Secondary I480204 Program Numbers 8772000 CIP Number 0648.020400 0648.020400 Grade Level 30, 31 9-12, 30, 31 1650 hours Length 11 credits Certification PHOTOG @7 G PHOTOG @7 G

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as photographers (34023187), commercial photographers (143.062-030).

The content includes, but is not limited to, communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and the use of cameras and laboratory film-processing techniques in portrait, commercial and industrial applications with emphasis on composition and color dynamics, contact printing, enlarging and developing film, and use, care, and maintenance of photographic equipment.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Commercial Photography industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

- II. LABORATORY ACTIVITIES: Shop or laboratory activities are an integral part of this program. Tools, equipment, materials and processes used in the photography programs should be similar to those used in industry.
- III. SPECIAL NOTE: SkillsUSA-VICA, Inc. is the appropriate Career and Technical Student Organization (CTSO) for providing leadership training and for reinforcing specific career and technical skills. Career and Technical Student Organizations, when provided, shall be an integral part of the career and technical instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, FAC.

Cooperative training - OJT is appropriate for this program. Whenever cooperative training - OJT is offered, the following are required for each student: a training plan, signed by the student, teacher, and employer, which includes instructional objectives and a list of on-the-job and in-school learning experiences; a workstation that reflects equipment, skills and tasks that are relevant to the occupation which the student has chosen as a career goal. The student must receive compensation for work performed..

To be transferable statewide between institutions, this program/course must have been reviewed, and a "transfer value" assigned the curriculum content by the appropriate Statewide Course Numbering System discipline committee. This does not preclude institutions from developing specific program or course articulation agreements with each other.

This program may be offered in courses. Vocational credit shall be awarded to the student on a transcript in accordance with Section 230.643, F.S.

SCANS Competencies: To accomplish the Secretary's Commission on Achieving Necessary Skills (SCANS) competencies, instructional strategies for this cluster must include methods that require students to identify, organize, and use resources appropriately; to work with each other cooperatively and productively; to acquire and use information; to understand social, organizational, and technological systems; and to work with a variety of tools and equipment. Instructional strategies must also incorporate methods to improve students' personal qualities and higher-order thinking skills.

In accordance with Rule 6A-10.040, FAC, the minimum basic-skills grade levels required for adult vocational students to complete this program are: Mathematics 9.0, Language 9.0, Reading 9.0. These grade-level numbers correspond to grade-equivalent scores obtained on one of the state-designated basic-skills examinations. If a student does not meet the basic-skills level required for completion of the program, remediation should be provided concurrently through Vocational Preparatory Instruction (VPI). Please refer to the Rule for exemptions.

When a secondary student with a disability is enrolled in a vocational class with modifications to the curriculum framework, the particular outcomes and student performance standards which the student must master to earn credit must be specified on an individual basis. The job or jobs for which the student is being trained should be reflected in the student's desired postschool outcome statement on the Transition Individual Educational Plan (Transition IEP).

The standard length of this program is 1650 hours.

Listed below are the courses that comprise this program Commercial Photography (8772000) when offered at the secondary level:

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8772010 - Commercial Photography Technology 1
                                              (150)
8772020 - Commercial Photography Technology 2
                                              (150)
8772030 - Commercial Photography Technology 3
                                              (150)
8772040 - Commercial Photography Technology 4 (150) [500] OCP A
8772050 - Commercial Photography Technology 5
                                              (150) [200] OCP B
8772060 - Commercial Photography Technology 6
                                              (150)
8772070 - Commercial Photography Technology 7
                                              (150)
8772080 - Commercial Photography Technology 8
                                              (150) [500] OCP C
8772090 - Commercial Photography Technology 9 (150)
8772091 - Commercial Photography Technology 10 (150)
8772092 - Commercial Photography Technology 11 (150) [450] OCP D
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IV. INTENDED OUTCOMES: After successfully completing the program, the student will be able to:

OCCUPATIONAL COMPLETION POINT - DATA CODE - A (500 Hours)

BLACK AND WHITE SPECIALIST (Industry Title)

- 01.0 Perform laboratory skills.
- 02.0 Control exposures (35mm camera).
- 03.0 Take basic photographs (35mm camera).
- 04.0 Finish photographs.

- 05.0 Apply lighting techniques.
- 06.0 Reproduce photographic media.
- 07.0 Manage a photographic business.
- 08.0 Demonstrate appropriate communication skills.
- 09.0 Demonstrate appropriate math skills.
- 10.0 Demonstrate appropriate understanding of basic science.
- 11.0 Demonstrate employability skills.

OCCUPATIONAL COMPLETION POINT - DATA CODE - B (200 HOURS)

PHOTOGRAPHY SPECIALIST/LAB TECHNICIAN DOT 976.687-018

- 11.0 Demonstrate employability skills.
- 06.0 Reproduce photographic media.
- 12.0 Operate various format camera.
- 13.0 Process color film.
- 14.0 Print color photographs.

OCCUPATIONAL COMPLETION POINT - DATA CODE - C (500 Hours)

PORTRAIT PHOTOGRAPHER - INDUSTRY TITLE

- 12.0 Operate various format camera.
- 15.0 Take studio photographs.
- 18.0 Use digital imaging.

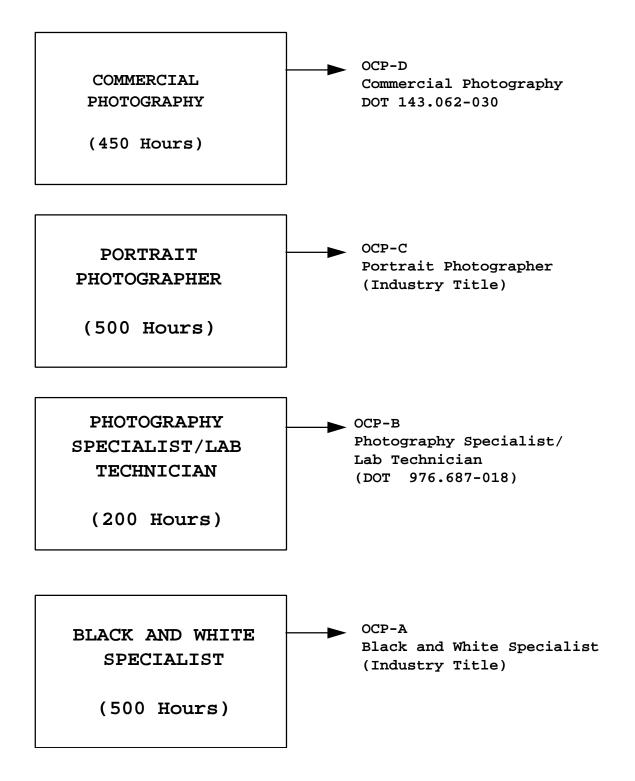
OCCUPATIONAL COMPLETION POINT - DATA CODE - D (450 Hours)

COMMERCIAL PHOTOGRAPHER DOT 143.062-030

- 15.0 Take studio photographs.
- 16.0 Produce media presentations.
- 17.0 Demonstrate an understanding of entrepreneurship.

The following diagram illustrates the program structure:

COMMERCIAL PHOTOGRAPHY TECHNOLOGY



Florida Department of Education STUDENT PERFORMANCE STANDARDS

Program Title: Commercial Photography Technology

Secondary Number: 8772000 Postsecondary Number: 1480204

OCCUPATIONAL COMPLETION POINT - DATA CODE - A (500 Hours)

BLACK AND WHITE SPECIALIST (INDUSTRY TITLE)

- 01.0 PERFORM LABORATORY SKILLS--The student will be able to:
 - 01.01 Mix developers and other chemicals.
 - 01.02 Hand-process black and white film.
 - 01.03 Print black and white photographs.
 - 01.04 Process black and white paper.
- 02.0 CONTROL EXPOSURES (35mm CAMERA) -- The student will be able to:
 - 02.01 Set appropriate f-stop and shutter speeds.
 - 02.02 Select appropriate film type.
- 03.0 TAKE BASIC PHOTOGRAPHS (35mm CAMERA)--The student will be able to:
 - 03.01 Apply camera care and maintenance principles.
 - 03.02 Compose photographs.
 - 03.03 Take still photographs.
 - 03.04 Take action photographs.
- 04.0 FINISH PHOTOGRAPHS--The student will be able to:
 - 4.01 Mount photographs.
 - 4.02 Mat/frame photographs.
- 05.0 APPLY LIGHTING TECHNIQUES--The student will be able to:
 - 05.01 Take photographs with available light.
 - 05.02 Take photographs with electronic strobe.
 - 05.03 Take photographs with photo-flood lighting.
- 06.0 REPRODUCE PHOTOGRAPHIC MEDIA--The student will be able to:
 - 06.01 Copy prints.
- 07.0 MANAGE THE PHOTOGRAPHIC BUSINESS--The student will be able to:
 - 07.01 Apply communication skills.
 - 07.02 Apply human relation skills.
 - 07.03 Set rates for photographic work.
 - 07.04 Maintain shop records and files.
 - 07.05 Develop effective advertising.
 - 07.06 Maintain presentational portfolio.
- 08.0 $\frac{\text{DEMONSTRATE APPROPRIATE COMMUNICATION SKILLS}}{\text{to:}}$ -- The student will be able
 - 08.01 Write logical and understandable statements, or phrases, to accurately fill out forms/invoices commonly used in business and industry.

- 08.02 Read and understand graphs, charts, diagrams, and tables commonly used in this industry/occupation area.
- 08.03 Read and follow written and oral instructions.
- 08.04 Answer and ask questions coherently and concisely.
- 08.05 Read critically by recognizing assumptions and implications and by evaluating ideas.
- 08.06 Demonstrate appropriate telephone/communication skills.

09.0 DEMONSTRATE APPROPRIATE MATH SKILLS--The student will be able to:

- 09.01 Solve problems for volume, weight, area, circumference and perimeter measurements for rectangles, squares, and cylinders.
- 09.02 Measure tolerance(s) on horizontal and vertical surfaces using millimeters, centimeters, feet and inches.
- 09.03 Add, subtract, multiply and divide using fractions, decimals, and whole numbers.
- 09.04 Determine the correct purchase price, to include sales tax for a materials list containing a minimum of six items.
- 09.05 Demonstrate an understanding of federal, state and local taxes and their computation.

10.0 DEMONSTRATE APPROPRIATE UNDERSTANDING OF BASIC SCIENCE -- The student will be able to:

- 10.01 Understand molecular action as a result of temperature extremes, chemical reaction, and moisture content.
- 10.02 Draw conclusions or make inferences from data.
- 10.03 Identify health related problems which may result from exposure to work related chemicals and hazardous materials, and know the proper precautions required for handling such materials.
- 10.04 Understand pressure measurement in terms of P.S.I., inches of mercury, and K.P.A.

11.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 11.01 Conduct a job search.
- 11.02 Secure information about a job.
- 11.03 Identify documents which may be required when applying for a job interview.
- 11.04 Complete a job application form correctly.
- 11.05 Demonstrate competence in job interview techniques.
- 11.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor or other employees.
- 11.07 Identify acceptable work habits.
- 11.08 Demonstrate knowledge of how to make job changes appropriately.
- 11.09 Demonstrate acceptable employee health habits.
- 11.10 Demonstrate a knowledge of the "Florida Right-To-Know Law" as recorded in Florida Statutes Chapter 442.

OCCUPATIONAL COMPLETION POINT - DATA CODE - B (200 Hours)

PHOTOGRAPHY SPECIALIST/LAB TECHNICIAN - DOT 976.687-018

- 06.0 REPRODUCE PHOTOGRAPHIC MEDIA--The student will be able to:
 - 06.02 Copy transparencies.
 - 06.03 Make internegatives.
- 12.0 OPERATE VARIOUS FORMAT CAMERAS--The student will be able to:

12.01 Use view cameras.

- 13.0 PROCESS COLOR FILM--The student will be able to:
 - 13.01 Hand process color negatives and transparencies.
 - 13.02 Process color negatives and transparencies.
- 14.0 PRINT COLOR PHOTOGRAPHS—The student will be able to:
 - 14.01 Process color paper.
 - 14.02 Print color negatives.
 - 14.03 Print color negatives using color analyzer.

OCCUPATIONAL COMPLETION POINT - DATA CODE - C (500 Hours)

PORTRAIT PHOTOGRAPHER

- 12.0 OPERATE VARIOUS FORMAT CAMERAS--The student will be able to:
 - 12.02 Use $2\frac{1}{4}$ format camera.
- 15.0 TAKE STUDIO PHOTOGRAPHS--The student will be able to:
 - 15.01 Take portraits.
- 18.0 USE DIGITAL IMAGING--The student will be able to:
 - 18.01 Use basic photographic computer skills
 - 18.02 Use a professional imagining program.
 - 18.03 Use a flatbed and film scanner.
 - 18.04 Output photographic quality images using a digital printer.
 - 18.05 Use digital camera.

OCCUPATIONAL COMPLETION POINT - DATA CODE - D (450 Hours)

COMMERCIAL PHOTOGRAPHER DOT 143.062-030

- 15.0 TAKE STUDIO PHOTOGRAPHS--The student will be able to:
 - 15.02 Take commercial photographs.
- 16.0 PRODUCE MEDIA PRESENTATIONS--The student will be able to:
 - 16.01 Prepare script for slide presentation.
 - 16.02 Shoot slides for slide presentation.
 - 16.03 Produce slide presentation.
 - 16.04 Prepare script for video presentation.
 - 16.05 Shoot video tape.
 - 16.06 Produce video presentation.
- 17.0 <u>DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP</u>--The student will be able to:
 - 17.01 Define entrepreneurship.
 - 17.02 Describe the importance of entrepreneurship to the American economy.
 - 17.03 List the advantages and disadvantages of business ownership.
 - 17.04 Identify the risks involved in ownership of a business.
 - 17.05 Identify the necessary personal characteristics of a successful entrepreneur.
 - 17.06 Identify the business skills needed to operate a small business efficiently and effectively.

Florida Department of Education STUDENT PERFORMANCE STANDARDS

Course Number: 8772010

Course Title: Commercial Photography Technology 1

Course Credit: 1

COURSE DESCRIPTION:

This course is one in a series of eleven courses. Introductory course in 35mm camera operation. The use of various light meters in the 35mm cameras as well as hand held light meters will be reviewed. Focusing systems are considered. Film types are compared to lighting conditions for proper exposures. Film loading and unloading are considered. The reciprocal value of apertures and shutter speeds are examined.

OCCUPATIONAL COMPLETION POINT - DATA CODE - A (500 Hours)

BLACK AND WHITE SPECIALIST (INDUSTRY TITLE)

- 01.0 PERFORM LABORATORY SKILLS--The student will be able to:
 - 01.01 Mix developers and other chemicals.
 - 01.02 Hand-process black and white film.
 - 01.03 Print black and white photographs.
 - 01.04 Process black and white paper.
- 02.0 CONTROL EXPOSURES (35mm CAMERA) -- The student will be able to:
 - 02.01 Set appropriate f-stops and shutter speeds.
 - 02.02 Select appropriate film type.
- 07.0 MANAGE THE PHOTOGRAPHIC BUSINESS--The student will be able to:
 - 07.01 Apply communication skills.
 - 07.02 Apply human relation skills.
 - 07.03 Set rates for photographic work.
 - 07.04 Maintain shop records and files.
 - 07.05 Develop effective advertising.
 - 07.06 Maintain presentational portfolio.
- 08.0 $\frac{\text{DEMONSTRATE APPROPRIATE COMMUNICATION SKILLS}}{\text{to:}}$ --The student will be able
 - 08.01 Write logical and understandable statements, or phrases, to accurately fill out forms/invoices commonly used in business and industry.
 - 08.02 Read and understand graphs, charts, diagrams, and tables commonly used in this industry/occupation area.
 - 08.03 Read and follow written and oral instructions.
 - 08.04 Answer and ask questions coherently and concisely.
 - 08.05 Read critically by recognizing assumptions and implications and by evaluating ideas.
 - 08.06 Demonstrate appropriate telephone/communication skills.

Florida Department of Education STUDENT PERFORMANCE STANDARDS

Course Number: 8772020

Course Title: Commercial Photography Technology 2

Course Credit: 1

COURSE DESCRIPTION:

This course is one in a series of eleven courses. The guidelines of composing within the photographic frame are discussed. Posing one or more subjects for portraiture in the studio is considered. The guidelines for setting up a still life are introduced. Other rules for arranging groups, determining format, color harmony, and perspective are introduced.

- 03.0 TAKE BASIC PHOTOGRAPHS (35mm CAMERA) -- The student will be able to:
 - 03.01 Apply camera care and maintenance principles.
 - 03.02 Compose photographs.
 - 03.03 Take still photographs.
 - 03.04 Take action photographs.
- 04.0 FINISH PHOTOGRAPHS--The student will be able to:
 - 04.01 Mount photographs.
 - 04.02 Mat/frame photographs.
- 09.0 DEMONSTRATE APPROPRIATE MATH SKILLS--The student will be able to:
 - 09.01 Solve problems for volume, weight, area, circumference and perimeter measurements for rectangles, squares, and cylinders.
 - 09.02 Measure tolerance(s) on horizontal and vertical surfaces using millimeters, centimeters, feet and inches.
 - 09.03 Add, subtract, multiply and divide using fractions, decimals, and whole numbers.
 - 09.04 Determine the correct purchase price, to include sales tax for a materials list containing a minimum of six items.
 - 09.05 Demonstrate an understanding of federal, state and local taxes and their computation.
- 10.0 DEMONSTRATE APPROPRIATE UNDERSTANDING OF BASIC SCIENCE -- The student will be able to:
 - 10.01 Understand molecular action as a result of temperature extremes, chemical reaction, and moisture content.
 - 10.02 Draw conclusions or make inferences from data.
 - 10.03 Identify health-related problems, which may result from exposure to work related chemicals and hazardous materials, and know the proper precautions required for handling such materials.
 - 10.04 Understand pressure measurement in terms of P.S.I., inches of mercury, and K.P.A.

Florida Department of Education STUDENT PERFORMANCE STANDARDS

Course Number: 8772030

Course Title: Commercial Photography Technology 3

Course Credit: 1

COURSE DESCRIPTION:

This is one course in a series of eleven courses. This course is designed to expose the student to lighting techniques the coping of prints and employability skills.

- 05.0 APPLY LIGHTING TECHNIQUES--The student will be able to:
 - 05.01 Take photographs with available light.
 - 05.02 Take photographs with electronic strobe.
 - 05.03 Take photographs with photo-flood lighting.
- 06.0 REPRODUCE PHOTOGRAPHIC MEDIA--The student will be able to:
 - 06.01 Copy prints.
- 11.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:
 - 11.01 Conduct a job search.
 - 11.02 Secure information about a job.
 - 11.03 Identify documents, which may be required when applying for a job interview.
 - 11.04 Complete a job application form correctly.
 - 11.05 Demonstrate competence in job interview techniques.
 - 11.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor or other employees.
 - 11.07 Identify acceptable work habits.
 - 11.08 Demonstrate knowledge of how to make job changes appropriately.
 - 11.09 Demonstrate acceptable employee health habits.
 - 11.10 Demonstrate knowledge of the "Florida Right-To-Know Law" as recorded in Florida Statutes Chapter 442.

Florida Department of Education STUDENT PERFORMANCE STANDARDS

Course Number: 8772040

Course Title: Commercial Photography Technology 4

Course Credit: 1

COURSE DESCRIPTION:

This is one course in a series of eleven courses. This course is designed to expose the student in advanced instruction in the use of commercial cameras and reproduce photographic media.

- 11.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:
 - 11.05 Demonstrate competence in job interview techniques.
 - 11.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor or other employees.
 - 11.07 Identify acceptable work habits.
 - 11.08 Demonstrate knowledge of how to make job changes appropriately.
 - 11.09 Demonstrate acceptable employee health habits.
 - 11.10 Demonstrate knowledge of the "Florida Right-To-Know Law" as recorded in Florida Statutes Chapter 442.

OCCUPATIONAL COMPLETION POINT - DATA CODE - B (200 Hours) PHOTOGRAPHY SPECIALIST/LAB TECHNICIAN - DOT 976.687-018

- 12.0 OPERATE VARIOUS FORMAT CAMERAS--The student will be able to:
 - 12.01 Use view cameras.
- 06.0 REPRODUCE PHOTOGRAPHIC MEDIA--The student will be able to:
 - 06.02 Copy transparencies.
 - 06.03 Make internegatives.

Florida Department of Education STUDENT PERFORMANCE STANDARDS

Course Number: 8772050

Course Title: Commercial Photography Technology 5

Course Credit: 1

COURSE DESCRIPTION:

This is one course in a series of eleven courses. This course is designed to expose the student in advanced instruction in the processing of color film and print color photographs.

- 13.0 PROCESS COLOR FILM--The student will be able to:
 - 13.01 Hand process color negatives and transparencies.
 - 13.02 Process color negatives and transparencies.
- 14.0 PRINT COLOR PHOTOGRAPHS--The student will be able to:
 - 14.01 Process color paper.
 - 14.02 Print color negatives.
 - 14.03 Print color negatives using color analyzer.

Florida Department of Education STUDENT PERFORMANCE STANDARDS

Course Number: 8772060

Course Title: Commercial Photography Technology 6

Course Credit: 1

COURSE DESCRIPTION:

This is one course in a series of eleven courses. This course covers the operation of various format cameras and to demonstrate appropriate communication skills.

OCCUPATIONAL COMPLETION POINT - DATA CODE - C (500 Hours) PORTRAIT PHOTOGRAPHER

12.0 OPERATE VARIOUS FORMAT CAMERAS--The student will be able to:

04.02 Use $2\frac{1}{4}$ format camera.

- 08.0 DEMONSTRATE APPROPRIATE COMMUNICATION SKILLS—The student will be able to:
 - 08.01 Write logical and understandable statements, or phrases, to accurately fill out forms/invoices commonly used in business and industry.
 - 08.02 Read and understand graphs, charts, diagrams, and tables commonly used in this industry/occupation area.
 - 08.03 Read and follow written and oral instructions.

Florida Department of Education STUDENT PERFORMANCE STANDARDS

Course Number: 8772070

Course Title: Commercial Photography Technology 7

Course Credit: 1

COURSE DESCRIPTION:

This is one course in a series of eleven courses. The uses of studio lights are reviewed for commercial photography. Formal portraiture lighting, as well as electronic strobes are examined.

- 07.0 TAKE STUDIO PHOTOGRAPHS--The student will be able to:
 - 15.01 Take portraits.
- 08.0 $\frac{\text{DEMONSTRATE APPROPRIATE COMMUNICATION SKILLS}}{\text{to:}}$ --The student will be able
 - 08.04 Answer and ask questions coherently and concisely.
 - 08.05 Read critically by recognizing assumptions and implications and by evaluating ideas.
 - 08.06 Demonstrate appropriate telephone/communication skills.

Florida Department of Education STUDENT PERFORMANCE STANDARDS

Course Number: 8772080

Course Title: Commercial Photography Technology 8

Course Credit: 1

COURSE DESCRIPTION:

This is one course in a series of eleven courses. This course covers the methods and practices currently used for digital photography to include the computer usage and software to manipulate photographs.

18.0 USE DIGITAL IMAGING--The student will be able to:

- 18.01 Use basic photographic computer skills
- 18.02 Use a professional imagining program.
- 18.03 Use a flatbed and film scanner.
- 18.04 Output photographic quality images using a digital printer.
- 18.05 Use digital camera.

Florida Department of Education STUDENT PERFORMANCE STANDARDS

Course Number: 8772090

Course Title: Commercial Photography Technology 9

Course Credit: 1

COURSE DESCRIPTION:

This is one course in a series of eleven courses. This course covers aspects of commercial photography.

OCCUPATIONAL COMPLETION POINT - DATA CODE - D (450 Hours)

COMMERCIAL PHOTOGRAPHER DOT 143.062-030

15.0 TAKE STUDIO PHOTOGRAPHS--The student will be able to:

15.02 Take commercial photographs.

Florida Department of Education STUDENT PERFORMANCE STANDARDS

Course Number: 8772091

Course Title: Commercial Photography Technology 10

Course Credit: 1

COURSE DESCRIPTION:

This is one course in a series of eleven courses. This course covers methods of preparing media presentations.

16.0 PRODUCE MEDIA PRESENTATIONS--The student will be able to:

- 16.01 Prepare script for slide presentation.
- 16.02 Shoot slides for slide presentation.
- 16.03 Produce slide presentation.

Florida Department of Education STUDENT PERFORMANCE STANDARDS

Course Number: 8772092

Course Title: Commercial Photography Technology 11

Course Credit: 1

COURSE DESCRIPTION:

This is one course in a series of eleven courses. This course covers methods of preparing media presentations and the basics of entrepreneurship.

- 16.0 PRODUCE MEDIA PRESENTATIONS--The student will be able to:
 - 16.04 Prepare script for video presentation.
 - 16.05 Shoot video tape.
 - 16.06 Produce video presentation.
- 17.0 <u>DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP</u>--The student will be able to:
 - 17.01 Define entrepreneurship.
 - 17.02 Describe the importance of entrepreneurship to the American economy.
 - 17.03 List the advantages and disadvantages of business ownership.
 - 17.04 Identify the risks involved in ownership of a business.
 - 17.05 Identify the necessary personal characteristics of a successful entrepreneur.
 - 17.06 Identify the business skills needed to operate a small business efficiently and effectively.