

Business Education Information Processing

Content Standard 1: Students will work independently and collaboratively to make decisions and to solve problems.

Students will collaboratively solve problems.

Students will demonstrate independent decision making and problem solving using word processing.

Content Standard 2: Students will develop the ability to communicate effectively in a variety of business formats.

Students will read and apply technical instructions to a task.

Students will know the appropriate format and steps to produce a business document.

Students will meet proficiency standards in keying.

Students will demonstrate and comprehend instruction for editing and formatting.

Content Standard 3: Students will increase their connections with the world of work.

Students will demonstrate skills and knowledge when using a variety of industry standard applications.

Business Education Accounting

Content Standard 1: Students will work independently and collaboratively to make decisions and to solve problems.

Students will work collaboratively to identify and correct accounting discrepancies.

Students will know how to prepare and post a variety of accounting books and forms.

Content Standard 2: Students will develop the ability to communicate effectively in a variety of business formats.

Students will read and comprehend financial statements.

Students will apply mathematical concepts when bookkeeping.

Students will apply appropriate technical language as it relates to accounting.

Content Standard 3: Students will increase their connections with the world of work.

Students will identify career opportunities related to accounting.

Business Education Computer Literacy

Content Standard 1: Students will work independently and collaboratively to make decisions and to solve problems.

Students will collaboratively analyze and modify business documents.

Students will demonstrate independent decision making and problem solving using Word, Excel, Access and Internet applications.

Content Standard 2: Students will develop the ability to communicate effectively in a variety of business formats.

Students will read and apply technical instructions.

Students will produce a Word, Excel, Power Point, Access and other professional documents based on given instructions.

Students will demonstrate knowledge of the verbal skills necessary to communicate in a business environment.

Content Standard 3: Students will increase their connections with the world of work.

Students will recognize the computer literacy skills important to successfully gain employment.

Given a career-related task, students will identify the appropriate software application.

Students will identify software specific to careers.

Business Education Entrepreneurship

Content Standard 1: Students will work independently and collaboratively to make decisions and to solve problems.

Students will demonstrate an understanding of independent and collaborative processes in business.

Content Standard 2: Students will develop the ability to communicate effectively in a variety of business formats.

Students will identify resources for market research.

Students will create appropriate documents for a small business.

Students will use mathematical concepts in an appropriate accounting system.

Content Standard 3: Students will increase their connections with the world of work.

Students will understand regulations involved with running a business.

Students will understand the role of entrepreneurs in a market economy.

Students will know how to use appropriate technology to effectively run a small business.

Business Education
Executive Assistant Training

Content Standard 1: Students will work independently and collaboratively to make decisions and to solve problems.

Students will demonstrate an understanding of collaborative processes relative to a working office environment.

Students will work independently to gain advanced computer skills related to certification.

Content Standard 2: Students will develop the ability to communicate effectively in a variety of business formats.

Students will read and comprehend technical writing related to a working office environment.

Students will apply mathematical concepts while producing business documents.

Students will verbally communicate using appropriate business and technical language.

Content Standard 3: Students will increase their connections with the world of work.

Student will successfully complete basic certification in two software applications.

Business Education
Job Seekers

Content Standard 1: Students will work independently and collaboratively to make decisions and to solve problems.

Students will demonstrate an understanding of conflict resolution strategies.

Students will identify appropriate job placement resources including websites.

Content Standard 2: Students will develop the ability to communicate effectively in a variety of business formats.

Students will read and comprehend technical writing related to finding a job.

Students will apply effective written communication skills related to finding a job.

Students will apply effective verbal communication skills related to finding a job.

Students will understand mathematical concepts related to employment.

Students will demonstrate an understanding of employment related communication.

Content Standard 3: Students will increase their connections with the world of work.

Students will analyze information regarding career opportunities.

Business Education Marketing

Content Standard 1: Students will work independently and collaboratively to make decisions and to solve problems.

Students will demonstrate an understanding of the collaborative processes used in developing and marketing a product or service.

Students will independently solve problems using the marketing mix.

Content Standard 2: Students will develop the ability to communicate effectively in a variety of business formats.

Students will read and comprehend technical writing as it applies to marketing.

Students will utilize mathematical concepts as it applies to marketing.

Students will apply verbal communication skills necessary to a marketing environment.

Content Standard 3: Students will increase their connections with the world of work.

Students will analyze information regarding career opportunities in marketing.

Business Education Multi Media

Content Standard 1: Students will work independently and collaboratively to make decisions and to solve problems.

Students will demonstrate an understanding of the collaborative process as it relates to production of multi media documents.

Students will independently problem solve when creating multi media documents.

Content Standard 2: Students will develop the ability to communicate effectively in a variety of business formats.

Students will read and apply technical instructions to a task.

Students will apply design techniques using multi media software.

Students will use effective communication (including presentation) skills in a work environment.

Content Standard 3: Students will increase their connections with the world of work.

Students will demonstrate an understanding of the technology skills in business related multi media software programs.

Business Education
Personal Finance

Content Standard 1: Students will work independently and collaboratively to make decisions and to solve problems.

Students will demonstrate an understanding of collaborative decision making processes when obtaining information regarding saving and investing.

Students will apply problem-solving skills when making financial decisions.

Content Standard 2: Students will develop the ability to communicate effectively in a variety of business formats.

Students will read and comprehend technical writing as it applies to personal finance.

Students will apply mathematical concepts as it applies to personal finance.

Students will demonstrate communication skills in presenting financial reports.

Content Standard 3: Students will increase their connections with the world of work.

Students will demonstrate an understanding of the purpose of local personal finance professionals.

Business Education Work Experience

Content Standard 1: Students will work independently and collaboratively to make decisions and to solve problems.

Students will demonstrate collaborative decision making skills necessary for successful employment.

Students will demonstrate independence while performing the responsibilities of their job.

Content Standard 2: Students will develop the ability to communicate effectively in a variety of business formats.

Students will read and apply technical instructions as it relates to their job.

Students will apply work related mathematical concepts as it relates to their job.

Students will identify and apply verbal skills necessary to communicate successfully in their job.

Content Standard 3: Students will increase their connections with the world of work.

Students will demonstrate success in fulfilling the responsibilities of their job.