

School District of Nekoosa

# Benchmarks for Business Education

December 2005

The benchmarks are educational goals that are established for the students in the district. As educators, we will do our best to provide all students with the instruction required to meet these goals.

Each set of benchmarks is divided by grade level. You'll notice the goal for students followed by a letter and number code. That code designates which Wisconsin Model Academic Performance Standard is linked with the benchmark. For more information about the WI Model Academic Standards, please visit the Department of Public Instruction's web site at <http://www.dpi.state.wi.us/dpi/oea/standrds.html>.

## *Mission Statement*

The primary goal of the Business Education department is to provide students relevant information on business subjects using current technology that prepares them for life after high school, including further schooling or employment.

## *Accounting I*

1. All students will express an understanding of the various careers in the accounting field. BS.E.12.1
2. All students will differentiate between proprietorships, partnerships, and corporations. BS.E.12.7
3. All students will analyze transactions into debit and credit components. BS.E.BS.6
4. All students will properly record transactions into a general journal to simulate actual business recordkeeping. BS.E.BS.6
5. All students will demonstrate the process of documenting several different ledgers from a general journal. BS.E.BS.6
6. All students will properly create paper financial statements using accounting software. BS.E.BS.6
7. All students will prepare financial statements by hand to gain an understanding of how accounting software processes data. BS.E.BS.2

## *Accounting II*

1. All students will express an understanding of accounting systems and frameworks in American businesses. BS.E.BS.8
2. All students will demonstrate the use of accounting software to produce financial statements. BS.E.BS.6
3. All students will demonstrate how to do accounting for various business departments. BS.E.12.11
4. All students will plan and account for inventory while demonstrating required computer skills. BS.E.BS.7
5. All students will demonstrate how to make accounting adjustments for uncollectible accounts and depreciation. BS.E.BS.2
6. All students will demonstrate how to prepare and report financial documents for corporations. BS.E.BS.7

7. All students will account for balanced budgets and appropriate follow-up control of businesses. BS.E.BS.3
8. All students will explore cost accounting and non-profit organizations to gain an understanding of different business ventures in the United States. BS.E.12.7

### *Business Law*

1. All students will express understanding of similarities and differences between misdemeanors and felonies. BS.I.12.2
2. All students will express understanding of similarities and differences between criminal and civil law. BS.I.12.1
3. All students will express an understanding of our state and federal court systems. BS.I.BS.2
4. All students will actively witness court trials and proceedings and reflect upon them. BS.I.BS.2
5. All students will demonstrate competency in the areas of defining and creating contracts. BS.I.BS.4
6. All students will express an understanding of the legal aspects of marriage and divorce. BS.I.12.1
7. All students will express an understanding of pension and health care plans. BS.I.12.6
8. All students will express an understanding of the importance and the use of wills and powers of attorney. BS.I.12.6

### *Keyboarding I*

1. All students will demonstrate the use of the keyboard in the correct fashion. BS.A.12.1
2. All students will demonstrate the use of the keypad for typing numbers. BS.B.12.3
3. All students will produce memos in the correct formats. BS.B.BS.14
4. All students will demonstrate the ability to format reports. BS.A.BS.3
5. All students will demonstrate the ability to format letters. BS.B.12.13
6. All students will demonstrate integration of various features in Microsoft Word. BS.A.12.3
7. All students will improve their timing and accuracy in using the keyboard to type documents throughout the course. BS.A.12.1

### *Keyboarding II*

1. All students will integrate less commonly used applications in Microsoft Word such as mail merge, macros, and numbered/bulleted lists. BS.A.12.3
2. All students will create reports in commonly used college formats. BS.B.BS.12
3. All students will demonstrate the proper use of word processing to create MLA style outlines, reports, and tables. BS.A.12.3
4. All students will demonstrate the proper use of Microsoft Excel. BS.A.12.3
5. All students will create resumes and cover letters in the correct formats. BS.B.12.3
6. All students will demonstrate the proper use of features in Microsoft Excel at an intermediate level. BS.A.12.3

7. All students will demonstrate the use of mail merge in creating form letters. BS.A.12.3
8. All students will demonstrate the use of Microsoft desktop publishing for creating unique documents at an intermediate level of accomplishment. BS.A.12.3

### *Keyboarding III*

1. All students will review and properly demonstrate basic functions in Microsoft Word. BS.B.12.2
2. All students will properly format paragraphs, margins, and tabs in Microsoft Word. BS.A.12.3
3. All students will demonstrate the correct way to move, copy, and replace text in Microsoft Word. BS.A.12.3
4. All students will demonstrate the correct way to print and format pages in Microsoft Word. BS.A.12.3
5. All students will review and demonstrate intermediate functions in Microsoft Excel. BS.A.12.3
6. All students will demonstrate the correct way to develop and manage a worksheet in Excel. BS.A.12.3
7. All students will demonstrate basic Microsoft PowerPoint skills. BS.A.12.6
8. All students will demonstrate how to develop a PowerPoint presentation including selection of content. BS.A.12.5
9. All students will demonstrate how to customize a PowerPoint presentation to gain and maintain viewers attention. BS.A.12.5

### *Marketing*

1. All students will express an understanding of various aspects of being an entrepreneur. BS.E.12.1
2. All students will develop a business plan. BS.E.BS.3
3. All students will taste test various products, compute prices per unit and reflect upon a comparison between generic and brand name goods. BS.F.BS.3
4. All students will understand how to finance, protect, and insure a business. BS.F.12.4
5. All students will do a mock purchase of a professional sports franchise to gain an understanding of entrepreneurship. BS.E.12.7
6. All students will participate on a field trip to Stora Enso, witness marketing efforts by their R and D facility, and gain real-world knowledge of how marketing works. They will reflect upon the experience. BS.F.12.7
7. All students will express an understanding of marketing information systems and research. BS.F.12.6
8. All students will express an understanding of the main aspects of franchising. BS.E.12.7

### *Personal Finance*

1. All students will express understanding of various careers in finance. BS.C.12.5
2. All students will complete a personal financial assessment and reflect upon it. BS.C.12.3
3. All students will express an understanding of the consumer laws protecting them. BS.C.12.4

4. All students will calculate the total cost of a loan and reflect upon the results. BS.C.BS.2
5. All students will express an understanding of the home buying process. BS.C.12.7
6. All students will demonstrate competency in investing in stocks, bonds, and mutual funds. BS.C.12.9
7. All students will learn tax strategies to express the value of the processes involved. BS.C.12.8
8. All students will express an understanding of the importance of insurance and saving early for retirement. BS.C.12.9