

BILLINGS PUBLIC SCHOOLS
BUSINESS EDUCATION
MANAGERIAL SCIENCE 1 & 2
Learner Objectives
Adopted April 17, 2000

MISSION STATEMENT

Our mission is that students leave Business Education with more than just learned skills. Students will be prepared to apply skills when they enter the work force and/or post-secondary areas. Students will be better prepared to accept the challenges and rapid changes that will face them in the future.

PHILOSOPHY

The Company setting allows students to work in a diverse, real world work environment. The students apply knowledge and employability skills in a variety of situations. This program of study puts all the concepts to be learned into an environment that is set in the context of work. Using the latest technology, students work toward completing competencies and experience a real business office environment. Students are treated as employees and meet requirements that are expected in each company. These expectations are developed by each company's Board of Directors and are included in the company's employee handbook.

LEARNING DOMAINS

- I. The learner will develop skills in entry level business/technology.**
- II. The learner will develop problem solving & decision making skills.**
- III. The learner will develop skills in career exploration.**
- IV. The learner will demonstrate employability skills.**

BILLINGS PUBLIC SCHOOLS
MANAGERIAL SCIENCE 1
Learner Objectives

I. The learner will develop skills in entry level business/technology.

- 1. Maintain company resources.**
- 2. Proofread employee documents.**
- 3. Train new employees.**
- 4. Maintain the company premises.**
- 5. Complete computerized daily attendance records.**
- 6. Organize a computerized class roster and sign in sheets.**

II. The learner will develop skills in problem solving and decision making.

- 7. Plan and implement Motivational Monday activities.**
- 8. Peer tutor.**
9. Prioritize daily tasks.
10. Edit and rewrite office documents.

III. The learner will develop skills in career exploration.

- 11. Create a portfolio that includes resume, cover letter, certificates of achievement, and samples of student work.**
12. Complete a job interview.

IV. The learner will demonstrate employability skills.

13. Demonstrate dependability such as calling absences and meeting deadlines.
14. Demonstrate self motivation such as goal setting.
15. Demonstrate organizational skills such as daily planners and prioritizing work.
- 16. Demonstrate good communication skill such as phone etiquette, interviews, presentations, and formatting office documents.**

BILLINGS PUBLIC SCHOOLS
BUSINESS EDUCATION
MANAGERIAL SCIENCE 2
Learner Objectives

I. The learner will develop skills in entry level business/technology.

- 1. Maintain company resources.**
- 2. Proofread employee documents.**
- 3. Train new employees.**
- 4. Maintain the company premises.**
- 5. Complete computerized daily attendance records.**
- 6. Organize a computerized class roster and sign in sheets.**

II. The learner will develop skills in problem solving and decision making.

- 7. Plan and implement Motivational Monday activities.**
- 8. Peer tutoring.**
9. Prioritize daily tasks.
10. Edit and rewrite office documents.
11. Plan and implement a professional development seminar.
- 12. Create a company publication (newsletter, brochure, PowerPoint, certificates, etc.).**

III. The learner will develop skills in career exploration.

- 13. Create a portfolio that includes resume, cover letters, certificate of achievements, and samples of student work.**
14. Complete a job interview.
15. Job shadow.

IV. The learner will demonstrate employability skills.

16. Demonstrate dependability such as calling in absences and meeting deadlines.
17. Demonstrate self motivation such as goal setting.
18. Demonstrate organizational skills such as daily planners and prioritizing work.
- 19. Demonstrate good communication skills such as phone etiquette, interviews, presentations, and formatting office documents.**