

BILLINGS PUBLIC SCHOOLS
BUSINESS EDUCATION
PERSONAL BUSINESS
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.**

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

- 1. Index personal and business names using a computerized filing program.**
- 2. Develop the 10-key touch method.**
3. Research stock and mutual funds using the Internet, prepare a computerized stock report, and analyze a progress chart of stocks.
- 4. Use the Internet as a resource for car buying.**
- 5. Create an interest inventory on the CIS (computerized) program, and complete a job analysis.**
6. Prepare a business card and business letterhead.
7. Practice spreadsheets, budgets, and loan and bank reconciliation skills using the financial clinic template.
- 8. Complete a payroll register and an employee's earnings record.**
9. Use Quicken software to manage personal finances.

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

10. Complete a personal finance real life simulation.
- 11. Complete a checking account practice set.**
12. Choose and track stocks for a period of time.
13. Assess the process of buying a car.
14. Prepare a personal budget.
15. Understand the purpose of taxes and prepare a 1040 EZ.

III. The learner will develop skills in career exploration.

16. Review career and job trends.
17. Complete a goals analysis.
18. Complete a job analysis and interview two employees.
- 19. Complete a portfolio that includes resume, cover letter, certificates of achievement, and samples of student work.**
20. Complete a job interview.
21. Complete an interest inventory.

IV. The learner will demonstrate employability skills.

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