

## **BUSINESS LEARNER GOALS MANHATTAN SCHOOLS**

### **GENERAL STATEMENT**

Career and Vocational/Technical Education is a program of articulated sequential experiences that prepare students for successful participation in community, family, postsecondary education and careers.

Career and Vocational/Technical Education programs includes Business and Marketing, Family and Consumer Sciences, Industrial Technology, and Trades and Industry.

Career and Vocational/Technical Education programs focus on career preparation, resource management, communication, technical skill development, applied academics, technological literacy; and personal skills and leadership. Programs are driven by authentic applications where students will be prepared for the workplace.

Through Career and Vocational/Technical Education students are empowered to be successful in today's world.

**BUSINESS EDUCATION**  
**ASSESSMENT INSTRUMENT FOR LEARNER GOALS**  
Manhattan High School

I. Business Learner Goals: Accounting

A. Upon graduation, the student shall have the opportunity to:

1. Understand and define the different accounts used in double-entry accounting. Use the accounts to journalize accounting transactions.

Goal 1 is addressed in the following curricular offerings:

Accounting                      Advanced Accounting

Assessment Used:      Workbook, Problem Tests, Simulations

Assessment Defined: Ability to fill out journal transactions in workbook problems and on test problems and simulations will demonstrate a solid knowledge of accounts.

2. Prepare Financial Statements for Single Proprietorships, Partnerships and Corporations.

Goal 2 is addressed in the following curricular offerings:

Accounting                      Advanced Accounting

Assessment Used:      Workbook, Problem Tests, Simulations

Assessment Defined: The ability to take account information and fill out worksheets, income statements, balance sheets and retained earning statements will demonstrate understanding of financial statements.

3. Prepare Payroll records for all forms of business.

Goal 3 is addressed in the following curricular offerings:

Accounting                      Advanced Accounting

Assessment Used:      Workbook, Problem Tests, Simulations

Assessment Defined: Students will complete payrolls for different forms of business including tax records and check writing.

4. Use a Quickbooks as a computerized Accounting System.

Goal 4 is addressed in the following curricular offerings:

## Accounting

Assessment Used: Quickbooks Simulation Problems

Assessment Defined: Students will complete a Quickbooks problem for each chapter that mirrors the Mastery problem for the chapter.

## II. Business Law

A. Upon Graduation, the student shall have the opportunity to:

1. Understand the association of personal ethics and the law, and understand one's responsibility to obey the law.

Goal 1 is addressed in the following areas:

Business Law

Assessment Used: Objective Test, Chapter Review Questions

Assessment Defined: Students will be required to define terminology such as integrity, honesty, and explain why the system breaks down without people displaying these traits.

2. Understand the function of the court system

Goal 2 is addressed in the following areas:

Business Law

Assessment Used: Objective Test, Chapter Review Questions

Assessment Defined: Students will need to chart and explain levels of the court system and what their jurisdiction is.

3. Understand basic contract law and consumer laws

Goal 3 is addressed in the following areas:

Business Law

Assessment Used: Objective Test, Chapter Review Questions

Assessment Defined: Students will need to determine if a contract is valid and state reasons why, if it is not. Also, they will need to state basic consumer protection laws that are in place for their safety.

### III. Office Procedures

#### A. Upon Graduation, the student shall have the opportunity to:

1. Display office skills that are required by current technology

Goal 1 is addressed in the following areas:

Office Procedures

Assessment Used: Workbook, Simulations

Assessment Defined: Students will need to produce work processed business documents, spreadsheets, and mail merges with a database.

2. Display people skills required to work in a business

Goal 2 is addressed in the following areas:

Office Procedures

Assessment Used: Workbook, Simulations

Assessment Defined: Students will need to do a mock interview, answer telephone calls, and do mock customer interactions. They must also complete projects in groups demonstrating the ability to work together as a team.

3. Display the ability to complete common office tasks such as filing, and handling mail

Goal 3 is addressed in the following areas:

Office Procedures

Assessment Used: Workbook, Simulations, Objective Tests

Assessment Defined: Students will do filing exercise, handle mail, define priorities, do a payroll and complete order forms.

### IV. Economics

#### A. Upon Graduation, the student shall have the opportunity to :

1. Understand and define economic concepts that include Supply and Demand, Free Market System, and Global Economics.

Goal 1 is addressed in the following areas:

Economics

Assessment Used: Workbooks, Objective Tests

Assessment Defined: Students will be required to define terminology associated with the U.S. and Global Market systems, and explain economic graphs that track markets.

2. Understand Budgeting and Taxes

Goal 2 is addressed in the following areas:

Economics

Assessment Used: Workbooks, Objective Tests

Assessment Defined: Students will need to create a personal budget and a budget for a small business, and calculate income taxes

3. Understand the Use of Credit and Types of Insurance

Goal 3 is addressed in the following areas:

Economics

Assessment Used: Workbooks, Objective Tests

Assessment Defined: Students will need to explain how Credit Cards and Accounts payable and receivable work, and define different types of insurance, such as Health, Car, Home, and Disability function.