

Course #5500/5505 Business Occupations Cooperative

This course is designed to enable students to develop skills necessary to succeed in the business world. Topics covered include: communication, motivation, teamwork, problem solving, self-assessment, appearance, leadership, and appropriate techniques for making job applications, participating in job interviews, and starting a new job. Students are able to apply these skills by participating in a work-release program. Students may be eligible for the state certified skill co-op certificate if certain requirements are met.

*This course may earn NWTC College Credit if the student successfully finishes the course and meets NWTC standards.

Business Education Benchmarks	
	The student will:
	Standard 1: Function as an economically literate citizen through the development of personal consumer economic skills, knowledge of social and government responsibility, and an understanding of business operations in domestic and international arenas.
5500/ 5505-1a.	Manage limited personal financial resources; recognize that more of the wants and the needs of members of a society can be satisfied if wise consumer decisions are made.
5500/ 5505-1b.	Relate personal interests, wants, and abilities to career choices and assess how conditions in the labor market may affect career choices.
5500/ 5505-1c.	Use a rational decision-making process as it applies to the roles of citizens, workers, and consumers.
5500/ 5505-1d.	Describe the role of organized labor and its influences on government and business.
	Standard 2: Demonstrate interpersonal, teamwork, and leadership skills necessary to function in multicultural business settings.
5500/ 5505-2a.	Understand and apply effective leadership skills.
5500/ 5505-2b.	Participate effectively in team-related activities.
5500/ 5505-2c.	Display appropriate interpersonal skills in personal and professional situations.
5500/ 5505-2d.	Demonstrate knowledge of factors affecting business and interpersonal relationships in multi-cultural settings.
	Standard 3: Develop career awareness and employability skills to make viable career choices and become employable in a variety of business careers.
5500/ 5505-3a.	List personal strengths and weaknesses as they relate to career exploration and development.
5500/ 5505-3b.	Utilize career resources to develop an information base that includes global occupational opportunities.
5500/ 5505-3c.	Relate work ethics, workplace relationships, workplace diversity, and workplace communication skills to career development.
5500/ 5505-3d.	Understand current issues affecting the workplace.
5500/ 5505-3e.	Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.

	Business Education Benchmarks
5500/ 5505-3f.	Develop strategies to make an effective transition from school to work.
5500/ 5505-3g.	Relate the importance of lifelong learning to career success.
	Standard 4: Select and use technology to acquire, organize, analyze, and communicate information for personal and business applications.
5500/ 5505-4a.	Apply the Pulaski Community School District's Code of Ethics for use of technology.
5500/ 5505-4b.	Use technology to enhance the effectiveness of communications.
	Standard 5: Communicate effectively as a writer, listener, and speaker in social and business settings.
5500/ 5505-5a.	Communicate in a clear, courteous, concise, and correct manner on a personal and professional level.
5500/ 5505-5b.	Apply basic social-communication skills in personal and professional situations.
5500/ 5505-5c.	Use technology to enhance the effectiveness of communications.
5500/ 5505-5d.	Integrate all forms of communication in the successful pursuit of a career.
5500/ 5505-5e.	Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to communicate effectively in a variety of business situations.
	Standard 6: Use accounting procedures to make decisions about planning, organizing, and allocating resources.
5500/ 5505-6a.	Understand Wisconsin Department of Industry, Labor and Human Relations' child labor laws and their impact on student rights in the workplace.
	Standard 7: Understand the laws affecting businesses and individuals.
5500/ 5505-7a.	Identify unique characteristics of an entrepreneur and evaluate the degree to which one possesses those characteristics.
5500/ 5505-7b.	Describe the roles of various leadership and management positions and their importance to the successful operation of the organization.
5500/ 5505-7c.	Illustrate how the functions of management are implemented, and explain why they are important.
5500/ 5505-7d.	Describe the activities of human resources' managers and their importance to the successful operation of the organization.

Course #5510 Accounting Principles

This course offers students the opportunity to develop skills in all phases of accounting. Topics covered include an introduction to accounting, the basic accounting cycle, which includes analyzing transactions, recording transactions in journals, payroll, and preparing financial reports. The students use computerized accounting in each chapter and in practice sets.

*This course may earn NWTC College Credit if the student successfully finishes the course and meets NWTC standards.

Business Education Benchmarks	
	The student will:
	Standard 2: Demonstrate interpersonal, teamwork, and leadership skills necessary to function in multicultural business settings.
5510-2a.	Work in a group when completing the mini practice sets.
	Standard 3: Develop career awareness and employability skills to make viable career choices and become employable in a variety of business careers.
5510-3a.	Describe the educational requirements and responsibilities of various accounting careers.
5510-3b.	Use terminology related to accounting careers.
	Standard 4: Select and use technology to acquire, organize, analyze, and communicate information for personal and business applications.
5510-4a.	Use the computer as a tool when doing accounting problems.
	Standard 6: Use accounting procedures to make decisions about planning, organizing, and allocating resources.
5510-6a.	Provide information on accounting procedures for depreciation of plant assets, uncollectables, accounts receivables, inventories, and notes payable and receivables.
5510-6b.	Use the basic accounting equation in solving problems.
5510-6c.	Determine the effects of business transactions on the basic accounting equation.
5510-6d.	Prepare financial statements that include income statements, balance sheets, and statement of changes in owners' equity.
5510-6e.	Analyze adjusting and closing entries.
5510-6f.	Describe the principles and practices of the accounting for a payroll system.
5510-6g.	Understand basic accounting vocabulary and its usage.
5510-6h.	Place the nine steps of the accounting cycle in correct order.
5510-6i.	Determine correct and incorrect procedures for recording transactions in special journals and the general journal.

Business Education Benchmarks	
5510-6j.	Apply the roles of debit and credit to accounts.
5510-6k.	Classify accounts as to how they appear on the worksheets.
	Standard 8: Understand the skills and knowledge that is needed to become a successful entrepreneur.
5510-8a.	Describe the accounting principles of a service business organized as a sole proprietorship.
5510-8b.	Explain the advantages and disadvantages of partnerships and publicly held corporations.

Resources Adopted to Teach the Benchmarks:

- Glencoe Accounting 1st Year Course (1995)

Course #5520 Introduction to Keyboarding

This course is intended for students who haven't had any formal keyboarding training or who have poor technique and speed. The students will learn proper fingering techniques and be introduced to various business documents such as memorandums, letters, reports, and tables.

Software used: Microsoft Word

Students can earn NWTC College Credit by completing this course with a grade of "A" or "B."

	Business Education Benchmarks
	The student will:
	Standard 4: Select and use technology to acquire, organize, analyze, and communicate information for personal and business applications.
5520-4a.	Develop touch keyboarding skills at 35 words per minute
5520-4b.	Develop touch keypad skills at 170 numbers per minute
5520-4c.	Demonstrate acceptable skill levels in the following word processing software features: <ul style="list-style-type: none">◆ Applying formatting features (underline, bold, italicize, font style and size)◆ Indents, margins, and spacing◆ Tabs (left, right, center, decimal)◆ Cut, copy, paste◆ Spelling, thesaurus, grammar checker◆ Printing (preview, selecting printer, portrait and landscape orientation, selecting pages)◆ Page, section, and column breaks◆ Headers and footers◆ Columns◆ Tables◆ Find and replace◆ Endnotes and footnotes◆ Multiple page numbering
5520-4d.	Use touch keyboarding techniques and word processing software to: <ul style="list-style-type: none">◆ Create◆ Modify◆ Store◆ Retrieve◆ Print

Business Education Benchmarks	
	Standard 5: Communicate effectively as a writer, listener, and speaker in social and business settings.
5520-5a.	Organize, proofread, and edit information in precompiled documents for style, accuracy, content, correct grammar, spelling and punctuation.
5520-5b.	Compose and produce documents using correct style, format, and content: <ul style="list-style-type: none"> ◆ Personal letter ◆ Business letter ◆ Personal memo ◆ Business memo ◆ School report ◆ School newsletter
5520-5c.	Apply skills by producing documents for other classes of study.

Resources Adopted to Teach the Benchmarks:

- Keyboarding and Information Processing (1997)

Course #5530 Word Processing

This course prepares students in the word processing skills of creating single and multi-page documents, editing, proofreading, and composition. Successful completion of this course will provide students with needed personal and workplace word processing skills. *This course may earn NWTC College Credit if the student successfully finishes the course and meets NWTC standards.

	Business Education Benchmarks
	The student will:
	Standard 2: Demonstrate interpersonal, teamwork, and leadership skills necessary to function in multicultural business settings.
5530-2a.	Work cooperatively with one's peers.
	Standard 3: Develop career awareness and employability skills to make viable career choices and become employable in a variety of business careers.
5530-3a.	Identify positions and careers requiring word processing.
5530-3b.	Identify common word processing tasks performed in a variety of word processing careers.
5530-3c.	Describe education, experience, skills, and personal requirements for careers in word processing.
5530-3d.	Understand the impact of technological change on word processing positions and the resulting need for life-long learning and retraining.
	Standard 4: Select and use technology to acquire, organize, analyze, and communicate information for personal and business applications.
5530-4a.	Develop touch-keyboarding skills at 45 words per minute.
5530-4b.	Enter numeric data using the touch method on a 10-key keypad at 170 numbers per minute.
5530-4c.	Identify, compare, and explain features of various keyboards.
5530-4d.	Demonstrate proficient skill levels in the following word processing software features:
	◆ Applying formatting features (underline, bold, italicize, font style and size)
	◆ Indents, margins, and spacing
	◆ Tabs (left, right, center, decimal)

	Business Education Benchmarks
	<ul style="list-style-type: none"> ◆ Autoformat, AutoText ◆ Cut, copy, paste ◆ Merging
	<ul style="list-style-type: none"> ◆ Spelling, thesaurus, grammar checker ◆ Printing (preview, selecting printer, portrait and landscape orientation, selecting pages) ◆ Page, section, and column breaks ◆ Headers and footers ◆ Columns ◆ Drawing tools ◆ Word Art ◆ Clip Art ◆ Borders and shading ◆ Templates and wizards ◆ Tables ◆ Find and replace ◆ Endnotes and footnotes ◆ Creating web pages
5530-4e.	Explain the meaning of common word processing terminology.
5530-4f.	Use touch keyboarding techniques and word processing software to:
	<ul style="list-style-type: none"> ◆ Create ◆ Modify ◆ Store ◆ Retrieve ◆ Print
	Standard 5: Communicate effectively as a writer, listener, and speaker in social and business settings.
5530-5a.	Organize, proofread, and edit information in precompiled documents for style, accuracy, content, correct grammar, spelling and punctuation.

Business Education Benchmarks	
5530-5b.	Compose and produce the following documents using correct style, format, and content:
	◆ Personal letter
	◆ Business letter
	◆ Personal memo
	◆ Business memo
	◆ School report
	◆ School newsletter
5530-5c.	Compare drafts to final documents and make necessary changes.

Resources Adopted to Teach the Benchmarks:

- Keyboarding and Information Processing (1997)

Course #5540 Business Procedures

This course focuses on improving business and computer skills needed in the business world. Applications are included to sharpen business/office skills, develop a business vocabulary, and perform a variety of business and computer-related tasks. Human relations and interpersonal communications skills are included. Reading, writing, speaking, and listening skills are highlighted. The integration of office automation and its implications for information processors and managers is also presented. Software: Microsoft Office on Windows 95

*This course may earn NWTC College Credit if the student successfully finishes the course and meets NWTC standards.

	Business Education Benchmarks
	The student will:
	Standard 1: Function as an economically literate citizen through the development of personal consumer economic skills, knowledge of social and government responsibility, and an understanding of business operations in domestic and international arenas.
5540-1a.	Understand the characteristics of capitalism, sociology, and communism.
5540-1b.	Understand checking accounts, savings, and investments.
5540-1c.	Identify the features of our market economy.
5540-1d.	Understand profit and how it is determined under capitalism, socialism, and communism.
	Standard 2: Demonstrate interpersonal, teamwork, and leadership skills necessary to function in multicultural business settings.
5540-2a.	Describe the roles of management positions and their importance to the successful operation of the organization.
5540-2b.	Describe the role of organized labor and its influences on government and business.
5540-2c.	Identify organizational structures and discuss advantages and disadvantages of each.
	Standard 3: Develop career awareness and employability skills to make viable career choices and become employable in a variety of business careers.
5540-3a.	Explain why it is important to develop one's talents, abilities, and basic skills as part of career planning.

	Business Education Benchmarks
	Standard 5: Communicate effectively as writers, listeners, and speakers in social and business settings.
5540-5a.	Write a letter of application and prepare a resume.
	Standard 6: Use accounting procedures to make decisions about planning, organizing, and allocating resources.
5540-6a.	Make decisions on planning and organizing resources.
	Standard 7: Understand the laws affecting businesses and individuals.
5540-7a.	Describe the major types of business organizations operating with the economic arena of the national and international marketplace.
	Standard 8: Understand the skills and knowledge that are needed to become a successful entrepreneur.
5540-8a.	Describe how the small business administration helps small business owners.
5540-8b	Identify the characteristics of successful small business owners.
5540-8c.	Explain why small businesses are important in the economy of the United States.
	Standard 9: Understand the interrelationships of different functional areas of business (management, marketing, finance, accounting, law, and technology) and the impact of one component on another.
5540-9a.	Understand laws that affect business.
	Standard 11: Understand various strategies and processes used to solve problems and to communicate mathematical ideas in business applications.
5540-11a.	Solve problems dealing with savings accounts and interests.
5540-11b.	Understand how the stock market can be used as an investment tool.

Resources Adopted to Teach the Benchmarks:

- The Office Procedures and Technology (1988)

Course #5550 Computer Applications I

This course introduces students to fundamental concepts of computers. Instruction on computers will include units in word processing, database, spreadsheets, multi-media presentations, Windows '95 and the Internet. The current impact and the future role of the computer in the information society is discussed.

*This course may earn NWTC College Credit if the student successfully finishes the course and meets NWTC standards.

	Business Education Benchmarks
	The student will:
	Standard 3: Develop career awareness and employability skills to make viable career choices and become employable in a variety of business careers.
5550-3a.	Identify positions and career paths in the field of information systems, systems analysts, web designers and other internet –related fields.
5550-3b.	Identify new careers and positions within businesses that develop due to technological changes.
5550-3c.	Describe the impact of web-page design in business and at home.
	Standard 4: Select and use technology to acquire, organize, analyze, and communicate information for personal and business applications.
5550-4a.	Identify hardware components appropriate for specific tasks.
5550-4b.	Explain the purpose, operation, and care of hardware components.
5550-4c.	Explain the purpose of an operating system and how it differs from application software.
5550-4d.	Be able to use operating system (windows) commands to create folders and manage files by moving, copying, deleting, and renaming files.
5550-4e.	Identify the types of application software and explain their purposes.
5550-4f.	Identify the uses of a word processing program in business and personal use.
5550-4g.	Demonstrate word processing basics using Microsoft word, including creating, revising, formatting, printing; creating sections, tabs, tables, multiple-page numbering, and headers and footers.
5550-4h.	Identify the uses of a spreadsheet program in business and personal use.
5550-4i.	Demonstrate spreadsheet basics using Microsoft Excel; including creating/printing worksheets; formulas, functions, copy/move cells, manipulate rows/columns, and generate charts.

	Business Education Benchmarks
5550-4j.	Demonstrate how spreadsheet charts and graphs can be imported to a PowerPoint presentation.
5550-4k.	Be able to demonstrate PowerPoint basics using Microsoft PowerPoint; including creating data access pages using the Web, prepare overheads, handouts, and slide shows using Wizards, templates, Clipart, WordArt, animation, transitions, and hyperlink.
5550-4l.	Demonstrate the use of the digital scanner, digital camera, and clipart in Word and PowerPoint projects.
5550-4m.	Find, save and integrate sound files and video clips into PowerPoint presentations.
5550-4n.	Define the internet and describe how a search engine works within the world wide web.
5550-4o.	Identify and use different search engines on the internet.
5550-4p.	Demonstrate how to organize bookmarks for personal use of the internet.
5550-4q.	Demonstrate an understanding of desktop publishing software and its usage through the use of Microsoft Publisher.
5550-4r.	Demonstrate the application and uses of draw and Microsoft Paint within other application programs.

Course #5551 Computer Applications II

This course is designed to provide information and training in the use of advanced software applications in a Windows '95 environment. Instruction on computers will include units in word processing, database, spreadsheets, multi-media presentations, Windows '95 and the Internet.

*This course may earn NWTC College Credit if the student successfully finishes the course and meets NWTC standards.

	Business Education Benchmarks
	The student will:
	Standard 2: Demonstrate interpersonal, teamwork, and leadership skills necessary to function in business settings.
5551-2a.	Participate effectively in team-related activities by researching and developing PowerPoint projects together using Microsoft Publisher and PowerPoint.
5551-2b.	Apply effective leadership skills by researching and creating projects individually using all applications on the computer.
	Standard 3: Develop career awareness and employability skills to make viable career choices and become employable in a variety of business careers.
5551-3a.	Describe education, experience, skills, and personal requirements for careers in technology-related fields.
5551-3b.	Recognize the impact of technological change on information systems, positions, and the resulting need for lifelong learning and retraining.
5551-3c.	Understand how to research a career field using Career Visions and the internet.
	Standard 4: Select and use technology to acquire, organize, analyze, and communicate information for personal and business applications.
5551-4a.	Identify examples of emerging hardware technology and futuristic trends in hardware.
5551-4b.	Describe emerging application software through the use of internet research.
5551-4c.	Describe emerging operating systems technology and how the trends will affect home and business use.
5551-4d.	Explain the purposes, functions, and common features of desktop publishing software.

	Business Education Benchmarks
5551-4e.	Demonstrate advanced word processing features of Microsoft Word, which includes merging, columns, templates, styles, borders and clipart, Microsoft draw and WordArt, footnotes and endnotes, and creating a web page.
5551-4f.	Demonstrate advanced spreadsheets features of Microsoft excel which include the functions of IF, SUM, AVG, templates, multiple worksheets, linking, charts and graphs, and sorting.
5551-4h.	Explain and use the advanced features of the network scanner, digital camera and video and sound clips in a multimedia environment.
5551-4i.	Demonstrate how to integrate information between excel, word, PowerPoint, and publisher.
5551-3j.	Understand how to download files from on-line services and the laws and risks associated.
	Standard 5: Communicate effectively as writers, listeners, and speakers, in social and business settings.
5551-4a.	Use technology to enhance the effectiveness of communications.
5551-4b.	Deliver oral presentations with confidence.

Resources Adopted to Teach the Benchmarks:

- Computer Prep Learning Guide Excel 97 (1997)

Course #5560 Personal Finance

In this course, students will learn about various financial institutions and banking services, the use of credit in our economy, various ways of saving and investing, and good financial management. A student practice set is used for budgeting, writing checks, and analyzing daily transactions for young adults, a young married couple, an established family, and a retired couple.

Business Education Benchmarks	
	The student will:
	Standard 1: Function as economically literate citizens through the development of personal consumer economic skills, a knowledge of social and government responsibility, and an understanding of business operations in domestic and international areas.
5560-1a.	Demonstrate how to develop a personal budget.
5560-1b.	Understand the difference between capitalism, communism and socialism.
5560-1c.	Explain how our tax system works; including the concepts of pay-as-you-go, voluntary compliance, W-2 forms, W-4 forms, 1040A, 1040, FICA, State and Federal taxes and Medicaid.
5560-1d.	Identify local, state, and federal goods and products provided by the government through taxes.
5560-1e.	Understand how payroll, taxes and benefits work within a career job.
5560-1f.	Demonstrate how to write and endorse checks, fill out deposit slips and complete a checkbook register.
5560-1g.	Demonstrate how to complete the bank reconciliation by identifying outstanding checks, outstanding deposits, and service charges.
5560-1h.	Explain the differences in costs and options between a savings account, certificate of deposit and money market accounts.
5560-1i.	Explain how stock market works to include; buying and selling stocks and mutual funds, describing what the Dow Jones is, identifying what economic factors affect the market.
5560-1j.	Demonstrate how to research a company, and identify the advantages and disadvantages of investing.
5560-1k.	Identify different housing alternatives and the costs that go with each.
5560-1l.	Explain how a credit card works and the differences in cards; including APR, annual fee, and methods of calculating interest.

	Business Education Benchmarks
5560-1m.	Explain how home and car loans are issued and the costs and terminology involved with each.
5560-1n.	Explain the concepts of risk management and the 4 major areas of insurance.
5560-1o.	Identify the different variables that affect the cost of certain insurance policies to include; life, health, auto, and home/rental.
5560-1p.	Identify different insurance companies available to consumers.
5560-1q.	Describe the difference between a company agent and an independent agent.
	Standard 3: Develop career awareness and employability skills to make viable career choices and become employable in a variety of business careers.
5560-3a.	Identify careers and jobs related to the different subjects introduced in class.
5560-3b.	Define and develop “soft skills” related to different jobs and careers.
5560-3c.	Research a career choice to identify attributes as well as advantages and disadvantages of the career.
	Standard 4: Select and use technology to acquire, organize, analyze and communicate information for personal and business applications.
5560-4a.	Use the internet to research current information for units of study to include; interest rates, and checking account charges from banks, insurance rates, credit cards, and financial planning.
5560-4b.	Use career visions to explore different career options and interests.
5560-4c.	Use Microsoft Excel to calculate savings rates, investments, and car and home loans.
5560-4d.	Use Microsoft Word to create correspondence related to the business field.
	Standard 5: Communicate effectively as writers, listeners, and speakers in social and business settings.
5560-5a.	Demonstrate an understanding of business letters and memos.
5560-5b.	Demonstrate characteristics of a good listener and its application to the business world.

Business Education Benchmarks	
5560-5c.	Identify positive and negative verbal and body language used in face-to-face conversations and in interviews.
	Standard 6: Use accounting procedures to make decisions about planning, organizing, and allocating resources.
5560-6a.	Create personal budgets to identify fixed and variable costs.
5560-6b.	Demonstrate knowledge of financial statements and how they relate to different businesses.
5560-6c.	Analyze financial statements to identify areas of improvement.
	Standard 7: Understand the laws affecting businesses and individuals.
5560-7a.	Understand laws that affect business; including the Truth in Lending Law, Social Security, minimum wage, OSHA, taxes, child labor laws, full disclosure and their effects on the consumer.
	Standard 11: Understand various strategies and processes used to solve problems and to communicate mathematical ideas in business applications.
5560-11a.	Calculate interest on saving accounts in banks.
5560-11b.	Develop a personal budget that balances.
5560-11c.	Calculate home and car loans.
5560-11d.	Demonstrate how to fill out federal and state income tax forms.

Resources Adopted to Teach the Benchmarks:

- Introduction to Business (The Economy or You) (1992)

Course #5580 Business Law

This course is designed to make students aware of their legal rights and responsibilities. Topics covered include laws relating to minors, contracts, court procedure, bankruptcy, crimes, misdemeanors, felonies, contracts of employment, insurance (auto, life, health), wills, and landlord tenant relationships.

	Business Education Benchmarks
	The student will:
	Standard 2: Demonstrate interpersonal, teamwork, and leadership skills necessary to function in multicultural business settings.
5580-2a.	Demonstrate teamwork and cooperation through the preparation of a mock trial.
	Standard 3: Develop career awareness and employability skills to make viable career choices and become employable in a variety of business careers.
5580-3a.	Identify positions and careers requiring knowledge of business law.
	Standard 5: Communicate effectively as a writer, listener, and speaker in social and business settings.
5580-5a.	Apply rules of law in writing through the use of case studies.
	Standard 7: Understand the laws affecting businesses and individuals.
5580-7a.	Basics of The Law:
7a.1	<ul style="list-style-type: none"> • Explain the function of the court.
7a.2	<ul style="list-style-type: none"> • Describe the basic structure of the national, state, territory, and province court system.
7a.3	<ul style="list-style-type: none"> • Distinguish among the roles of the legal professionals, such as judges, lawyers, and paralegals.
7a.4	<ul style="list-style-type: none"> • Differentiate among cases that belong within the jurisdiction of the federal and state, territory, and province court systems.
7a.5	<ul style="list-style-type: none"> • Compare the role of the juvenile court with the role of other courts within a state, territory, or province.
7a.6	<ul style="list-style-type: none"> • Differentiate between the roles of the U.S. Supreme Court and state, territory, and province supreme courts.
7a.7	<ul style="list-style-type: none"> • Compare and contrast the steps in a civil law suit with the steps in a criminal prosecution.
7a.8	<ul style="list-style-type: none"> • List and explain the steps in criminal and civil trials.
7a.9	<ul style="list-style-type: none"> • Differentiate among categories of crime, such as treason, felonies, and misdemeanors.
7a.10	<ul style="list-style-type: none"> • Identify different areas of civil law, such as torts, contracts, and property.

Business Education Benchmarks	
7a.11	<ul style="list-style-type: none"> Define different types of business crimes, such as arson, forgery, and embezzlement.
7a.12	<ul style="list-style-type: none"> Differentiate among the penalties for committing felonies and misdemeanors.
5580-7b.	Contract Law:
7b.1	<ul style="list-style-type: none"> Explain how offer and acceptance can create contractual right and duties.
7b.2	<ul style="list-style-type: none"> Differentiate among the ways that assent can be disrupted, such as fraud, non-disclosure, misrepresentation, mistake, duress, and undue influence.
7b.3	<ul style="list-style-type: none"> Define and distinguish between different types of consideration and list the exceptions to the requirements of consideration.
7b.4	<ul style="list-style-type: none"> Explain a minor's right to avoid a contract and identify people who lack contractual capacity.
7b.5	<ul style="list-style-type: none"> List the essential information that should be included in writing under the statute of frauds.
7b.6	<ul style="list-style-type: none"> List the ways a contract can be discharged.
7b.7	<ul style="list-style-type: none"> Describe breach of contract and the remedies available when a contract is breached.
5580-7c.	Consumer Law:
7c.1	<ul style="list-style-type: none"> Identify legislation, which regulates consumer credit.
7c.2	<ul style="list-style-type: none"> Discuss consumer protection legislation.
5580-7d.	Law of Sales:
7d.1	<ul style="list-style-type: none"> Explain when title and risk of loss pass in a sale of goods.
7d.2	<ul style="list-style-type: none"> Identify various types of warranties and describe how each of the warranties may be excluded or modified.
7d.3	<ul style="list-style-type: none"> List and explain the remedies of the seller when the buyer breaches the sales contract.
7d.4	<ul style="list-style-type: none"> List and explain the remedies of the buyer when the seller breaches the sales contract.
5580-7e.	Agency and Employment:
7e.1	<ul style="list-style-type: none"> Demonstrate an understanding of the nature of an agency relationship and list the ways agency relationships may be created.
7e.2	<ul style="list-style-type: none"> Distinguish between an agent and individuals, such as independent contractors, real estate brokers, bailees, and trustees.
7e.3	<ul style="list-style-type: none"> Explain the different types of agents.
7e.4	<ul style="list-style-type: none"> Demonstrate an understanding of the nature of the employer-employee relationship.
7e.5	<ul style="list-style-type: none"> Explain the difference between disparate treatment and disparate impact in discrimination cases.

Business Education Benchmarks	
7c.6	<ul style="list-style-type: none"> • Demonstrate an understanding of the basis for which employees or applicants may be asked to take tests, such as aptitude, psychological, polygraph, and drug tests.
7c.7	<ul style="list-style-type: none"> • Identify other legislation that regulates employee rights, such as the American with Disabilities Act, the Age Discrimination in Employment Act, and the Family and Medical Leave Act.
7c.8	<ul style="list-style-type: none"> • Identify legislation that regulates employment conditions.
7c.9	<ul style="list-style-type: none"> • Determine legislation, which guarantees worker benefits, such as unemployment insurance legislation, pension protection legislation worker's compensation legislation, and social security legislation.
7c.10	<ul style="list-style-type: none"> • Describe the collective bargaining process.
7c.11	<ul style="list-style-type: none"> • Identify legislation that regulates union activities.
5580-7f.	Property Law:
7f.1	<ul style="list-style-type: none"> • Define real property, personal property, and fixtures and explain why property distinctions are important.
7f.2	<ul style="list-style-type: none"> • List different methods by which property is acquired.
7f.3	<ul style="list-style-type: none"> • Identify the forms of co-ownership of personal property.
7f.4	<ul style="list-style-type: none"> • Explain how a bailment is created and describe the standard of care different bailees are required to exercise over bailed property.
7f.5	<ul style="list-style-type: none"> • Distinguish between an ordinary bailment and a special bailment.
7f.6	<ul style="list-style-type: none"> • Define intellectual property and list types of intellectual property.
7f.7	<ul style="list-style-type: none"> • Describe the kinds of rental relationships that landlords and tenants may create.
7f.8	<ul style="list-style-type: none"> • Explain the rights and obligations of landlords and tenants on termination of a lease.
5580-7g.	Insurance:
7g.1	<ul style="list-style-type: none"> • Define insurance and differentiate between requirements for an insurable interest for property insurance with those needed for life insurance.
7g.2	<ul style="list-style-type: none"> • Compare and contrast the different types of life insurance, such as ordinary, limited payment, endowment, and term.
7g.3	<ul style="list-style-type: none"> • Compare and contrast the different types of property insurance, such as automobile, homeowner, and marine.
7g.4	<ul style="list-style-type: none"> • Explain some of the differences in health insurance coverages.
5580-7h.	Bankruptcy:
7h.1	<ul style="list-style-type: none"> • Describe and discuss the various aspects of bankruptcy, such as Chapter 7—Liquidation, Chapter 11—Reorganization, and Chapter 13—Reorganization of Debts.

Business Education Benchmarks	
7h.2	<ul style="list-style-type: none"> • Compare the differences between voluntary bankruptcy and involuntary bankruptcy cases.
7h.3	<ul style="list-style-type: none"> • Explain the procedure for the administration of the debtor's estate.
7h.4	<ul style="list-style-type: none"> • Identify debts, which are not extinguished by bankruptcy.
7h.5	<ul style="list-style-type: none"> • Identify and discuss alternatives to bankruptcy.
5580-7i.	Wills:
7i.1	<ul style="list-style-type: none"> • Identify the requirements necessary for a valid will.
7i.2	<ul style="list-style-type: none"> • Distinguish between signing, attesting, and publishing a will.
7i.3	<ul style="list-style-type: none"> • Explain how a will may be modified or revoked.
7i.4	<ul style="list-style-type: none"> • Distinguish between the protections given to spouses and to children under the law of wills.
7i.5	<ul style="list-style-type: none"> • Explain what happens to a decedent's estate when a person dies without a will.

Resources Adopted to Teach the Benchmarks:

- Applied Business Law (1988)

Course #5590 Sales and Marketing

This course is designed for the career-minded sales and retail-marketing students to prepare them for entry and advancement in this dynamic field. Topics covered include careers, marketing and economics, selling techniques, customer relations, advertising and promotion, inventory, receiving, checking merchandise, and display setup.

	Business Education Benchmarks
	The student will:
	Standard 1: Function as an economically literate citizen through the development of personal consumer economic skills, knowledge of social and government responsibility, and an understanding of business operations in domestic and international arenas.
5590-1a.	Compare and contrast marketing strategies for products, services, ideas, and persons.
5590-1b.	Analyze ethical and social responsibility issues related to marketing.
5590-1c.	Compare the American Marketing System with those found in other countries.
	Standard 2: Demonstrate interpersonal, teamwork, and leadership skills necessary to function in multicultural business settings.
5590-2a.	Be able to identify leadership skills and how to apply them in a group situation.
5590-2b.	Illustrate how functions of management are implemented.
5590-2c.	Apply communication strategies necessary for effective and profitable international business relations.
5590-2d.	Demonstrate interpersonal and teamwork skills while completing group projects.
5590-2e.	Identify positive characteristics for good selling and follow up for businesses, which include; thank you letters, handling telephone situations, face-to-face selling, and telemarketing.
5590-2f.	Demonstrate positive verbal and body language by role-playing in a sales situation.
	Standard 3: Develop career awareness and employability skills to make viable career choices and become employable in a variety of business careers.
5590-3a.	Work in groups, meet deadlines, present to class, and display materials in a business/office setting.
5590-3b.	Identify different careers related to sales and marketing.

	Business Education Benchmarks
	Standard 4: Select and use technology to acquire, organize, analyze, and communicate information for personal and business applications.
5590-4a.	Identify different hardware and software that will enable students to create publications, pamphlets, letters, memos and presentations.
5590-4b.	Use touch-keyboarding skills to enter and manipulate text and data.
5590-4c.	Use word processing, the Internet, publication software, and presentation software as they relate to business.
	Standard 5: Communicate effectively as a writer, listener, and speaker in social and business settings.
5590-5a.	Demonstrate written correspondence through business simulations.
5590-5b.	Present marketing information as groups in class.
	Standard 7: Understand the laws affecting business and individuals.
5590-7a.	Analyze the relationship between ethics and the law.
5590-7b.	Understand how unethical behavior can lead to fraudulent behavior.
5590-7c.	Understand how advances in computer technology impact upon the legal issues affecting business.
	Standard 9: Understand the role of marketing and sales and the impact on individuals and businesses in a global society.
5590-9a.	Identify the roles of marketing and sales and analyze the impact of each on the individual, business, and society.
5590-9b.	Describe the characteristics of a product and the stages of product development.
5590-9c.	Identify various channels of distribution.
5590-9d.	Identify forms of promotion and determine how each contributes to successful marketing.
	Standard 10: Understand various strategies and processes that are used to solve problems and to communicate mathematical ideas in business applications.
5590-10a.	Apply common international and American standards of measurement in solving problems.
5590-10b.	Apply mathematical procedures to analyze and solve problems.

Resources Adopted to Teach the Benchmarks:

- Marketing Foundations and Functions (1995)

Course #5600 Accounting II

This course is designed for students who would like to make accounting a career. The program addresses the needs of students who want a strong foundation in basic accounting theory and procedures. Students also become familiar with computerized accounting systems and are made aware of the role the computer can play in maintaining accounting records.

*This course may earn NWTC College Credit if the student successfully finishes the course and meets NWTC standards.

Business Education Benchmarks	
	The student will:
	Standard 2: Demonstrate interpersonal, teamwork, and leadership skills necessary to function in multicultural business settings.
5600-2a.	Show ability to work in cooperative groups when completing the mini practice sets.
	Standard 3: Develop career awareness and employability skills to make viable career choices and become employable in a variety of business careers.
5600-3a.	Describe the educational requirements and responsibilities of various careers.
5600-3b.	Understand the type of on the job activities required of entry level accounting workers.
	Standard 4: Select and use technology to acquire, organize, analyze, and communicate information for personal and business applications.
5600-4a.	Become aware of the role the computer can play in maintaining accounting records.
5600-4b.	Solve accounting problems using the computer.
	Standard 6: Use accounting procedures to make decisions about planning, organizing, and allocating resources.
5600-6a.	Explain and appreciate the importance of profits in helping to ensure continued business operations.
5600-6b.	Analyze and interpret financial statements.
5600-6c.	Analyze and interpret procedures used in accounting systems of manufacturing and not-for-profit organizations.
5600-6d.	Understand the basic accounting principles and procedures applied to accounting records kept for businesses.

	Business Education Benchmarks
	Standard 8: Understand the skills and knowledge that are needed to become a successful entrepreneur.
5600-8a.	Understand the three major types of business organizations in a private enterprise economy.

Resources Adopted to Teach the Benchmarks:

- Glencoe Accounting 2nd Year Course (1997)

Course #5610 Business Math

This course is designed to help students acquire basic math skills needed in personal life. Topics covered include problems related to: figuring wages, writing checks, saving money, credit cards, advertising, investing in stocks and bonds, life insurance, buying a car and home, and apartment living.

*This course may earn NWTC College Credit if the student successfully finishes the course and meets NWTC standards.

	Business Education Benchmarks
	The student will:
	Standard 1: Function as an economically literate citizen through the development of personal consumer economic skills, knowledge of social and government responsibility, and an understanding of business operations in domestic and international arenas.
5610-1a.	Estimate and then calculate answers to problems using addition, subtraction, multiplication, and division.
5610-1b.	Compare computed result with estimated result to determine the reasonableness of the solution.
5610-1c.	Solve problems that involve whole numbers, decimals, and fractions including use of appropriate conversions when necessary (e.g., fractions to decimals or decimals to fractions)
5610-1d.	Solve problems that involve percents, ratios, and proportions including use of appropriate conversions when necessary (e.g., decimals to percents, percents to decimals, or ratios to percents)
5610-1e.	Calculate gross earnings.
5610-1f.	Calculate payroll withholdings, other deductions, and net earnings.
5610-1g.	Maintain individual earnings record.
5610-1h.	Maintain check records (e.g., check register and deposit slips)
5610-1i.	Calculate income and expenses for a given time period.
5610-1j.	Reconcile the bank statement with the check register.
5610-1k.	Calculate FICA taxes on wages and find estimated retirement benefits.
5610-1l.	Calculate the total purchase price given the number of units and unit price.
5610-1m.	Use money records to define budget categories.

	Business Education Benchmarks
5610-1n.	Distinguish between fixed, variable, and nonessential budget items.
5610-1o.	Find percents of income spent on family expenses.
5610-1p.	Relate income to expenses in order to prepare a family or individual budget.
5610-1q.	Compare the cost of renting versus buying.
5610-1r.	Calculate down payments and closing costs and use a table to find monthly payments.
5610-1s.	Calculate depreciation of a home and motor vehicle.
5610-1t.	Compare costs of owning and leasing a motor vehicle.
5610-1u.	Calculate property taxes due and determine property tax rates.
5610-1v.	Read and use a sales tax table and find sales tax when not all items are taxable.
5610-1w.	Compute individual income taxes.
5610-1x.	Identify different types of life insurance and their benefits and calculate life insurance premiums.
5610-1y.	Identify different types of health insurance coverage; calculate medical expense; and calculate what health insurance will and will not pay for.
5610-1z.	Calculate premiums for various kinds of automobile insurance.
5610-1aa.	Calculate interest paid on a savings account; compound interest for simple situations; and the effective rate of interest.
5610-1bb.	Compare time-deposit accounts to passbook saving accounts; and calculate penalties on time-deposit accounts.
5610-1cc.	Find interest and amount due on interest bearings notes and discounted notes for one year.
5610-1dd.	Calculate interest using simple interest tables; and find the maturity date of a note.
5610-1ee.	Find the installment price and finance charge on installment loans; find monthly payments; and calculate the annual percentage rate on a loan.

	Business Education Benchmarks
5610-1ff.	Find the cost of using a credit card and calculate finance charges using the previous balance and average daily balance methods.
5610-1gg.	Calculate profit or loss from investments in mutual funds.
	Standard 4: Select and use technology to acquire, organize, analyze, and communicate information for personal and business applications.
5610-4a.	Use a calculator or spreadsheet and / or database software to solve business problems.
	Standard 11: Understand various strategies and processes that are used to solve problems and to communicate mathematical ideas in business applications.
5610-11a.	Estimate and calculate measures of central tendency (mean, median, mode)
5610-11b.	Use probability concepts to represent and solve problems involving uncertainty.
5610-11c.	Construct, read, and interpret tables, charts, and graphs.
5610-11d.	Use the basic formulas for determining profit and loss and analyze an income statement.
5610-11e.	Calculate depreciation using the declining balance, sum-of-years, and modified accelerated cost recovery system methods.
5610-11f.	Prepare and analyze a balance sheet.
5610-11g.	Calculate net sales, cost of goods sold, gross profit, operating expenses, and net profit for income statement.
5610-11h.	Calculate percent and amount of claims that can be paid under bankruptcy.
5610-11i.	Calculate the net business purchases with discounts and purchase returns and allowances.
5610-11j.	Calculate gross and net profit for a manufactured item.
5610-11k.	Determine trade surpluses or trade-deficits for various countries and calculate and compare the gross domestic product of various countries.
5610-11l.	Estimate and convert American dollar to currency of other countries and vice versa.

Course #5620 International Business

This course will prepare students to present themselves to potential employers with an added dimension of preparation for the business world. Topics include geography, customs and cultures, political structures, importing and exporting, international laws, economics, finance, transportation and insurance, and careers.

	Business Education Benchmarks
	The student will:
	Standard 1: Function as an economically literate citizen through the development of personal consumer economic skills, knowledge of social and government responsibility, and an understanding of business operations in domestic and international arenas.
5620-1a.	Define the meaning of “International Business”
5620-1b.	Understand the fundamentals of International Trade including: <ul style="list-style-type: none">▪ Importing▪ Exporting▪ Trade Barriers
5620-1c.	Understand role as a citizen, worker, and consumer and the certain skills needed in every type of job around the world including: <ul style="list-style-type: none">▪ History of the country▪ Geography of the region▪ Foreign language- language used▪ Cultural awareness skills
5620-1d.	Explain the basic Economic problem.
5620-1e.	Identify various price-setting activities and how they affect economic changes including: <ul style="list-style-type: none">▪ Supply▪ Demand▪ Market price▪ Inflation▪ Demand-pull inflation▪ Cost-push inflation
5620-1f.	Identify and explain the types of economic systems including: <ul style="list-style-type: none">▪ Command economies▪ Market economies▪ Mixed economies
5620-1g.	Understand how to measure economic progress.
	Standard 2: Demonstrate interpersonal, teamwork, and leadership skills necessary to function in business settings.
5620-2a.	Identify various organizational structures and discuss the components of each.

	Business Education Benchmarks
5620-2b	Learn to work effectively as a team by developing and interpreting instructions.
	Standard 3: Develop career awareness and employability skills to make viable career choices and become employable in a variety of business careers.
5620-3a.	Relate workplace ethics, relationships, diversity, and communication skills to career development through research of one's own background/heritage.
5620-3b.	Define the meaning of culture and describe how it affects career decisions.
5620-3c.	Understand the influences of cultures and subcultures.
5620-3d.	Identify cultural influences that affect social organization including: <ul style="list-style-type: none"> ▪ Family units ▪ Education ▪ Gender roles ▪ Family-work relationships ▪ Class system
5620-3e.	Understand various roles in meeting business goals.
	Standard 4: Select and use technology to acquire, organize, analyze, and communicate information for personal and business applications.
5620-4a.	Develop keyboarding skills to enter and manipulate text and data.
5620-4b.	Uses word processing, the Internet, and presentation software as they relate to business.
	Standard 5: Communicate effectively as a writer, listener, and speaker in social and business settings.
5620-5a.	The student will be able to communicate in a clear, courteous, and correct manner on a personal and professional level by giving oral speeches to the class.
5620-5b.	Identify factors that affect communication across cultures including: <ul style="list-style-type: none"> ▪ Language differences ▪ Learning a second language ▪ Direct and indirect communication ▪ Nonverbal communication
	Standard 7: Understand the laws affecting businesses and individuals.
5620-7a.	Identify and describe the various laws that exist within our country and understand the importance of each law to the members of society and how they conduct business including: <ul style="list-style-type: none"> ▪ Occupational protection laws ▪ Consumer protection laws

Business Education Benchmarks	
5620-7b.	Understand political systems in the global marketplace including: <ul style="list-style-type: none"> ▪ Democracy ▪ Totalitarianism ▪ Mixed systems
	Standard 9: Understand the interrelations of different functional areas of business (management, marketing, finance, accounting, law, and technology) and the impact of one component on another.
5620-9a.	Identify roles of marketing and analyze the impact of marketing on the individual, business, and society.
5620-9b.	Identify forms of business management and determine how each contributes to successful marketing.
5620-9c.	Identify and explain the forms of business ownership including: <ul style="list-style-type: none"> ▪ Sole proprietorship ▪ Partnership ▪ Corporation ▪ Municipal corporations ▪ Nonprofit corporations ▪ Cooperatives
5620-9d.	Understand methods for getting involved in international business.
	Standard 10: Understand the role of marketing and sales and the impact on individuals and business in a global society.
5620-10a.	Identify how money is used in a global market including: <ul style="list-style-type: none"> ▪ Medium exchange ▪ Measure of value ▪ Store of value
5620-10b.	Identify exchange rates for selected currencies.
5620-10c.	Describe the three different foreign trade payment methods.

Resources Adopted to Teach the Benchmarks:

- Business in a Global Economy (1996)

Course #5630 Entrepreneurship

Owning and operating your own business has long been an American dream. This course is designed for students who are interested in learning how a business is created, how it is managed, and how it fits into today's economy. Topics will include product development, business management, communications, sales, marketing, record keeping, legal aspects, and much more. Students will use technology and other hands-on activities to simulate business in the real world.

	Business Education Benchmarks
	The student will:
	Standard 1: Function as an economically literate citizen through the development of personal consumer economic skills, knowledge of social and government responsibility, and an understanding of business operation in domestic and international arenas.
5630-1a.	Understand the differences between capitalism, communism, and socialism.
5630-1b.	Identify the key elements of the free enterprise system and how it relates to the entrepreneur.
	Standard 2: Demonstrate interpersonal, teamwork, and leadership skills necessary to function in multicultural business settings.
5630-2a.	Describe practices associated with cultural diversity that would impact a business moving from a national to an international marketplace.
5630-2b.	Identify the logistics of competitive practices as they relate to importing and exporting of goods and services.
	Standard 3: Develop career awareness and employability skills to make viable career choices and become employable in a variety of business careers.
5630-3a.	Explore a variety of careers to become aware of different entrepreneurial opportunities.
5630-3b.	Identify the skills necessary to succeed in an entrepreneurial environment.
	Standard 4: Select and use technology to acquire, organize, analyze, and communicate information for personal and business applications.
5630-4a.	Demonstrate knowledge of e-mail and Internet usage and its importance in today's business environment.
5639-4b.	Identify the current technologies (voice mail, cell phone, fax machine, pagers) and the usage of each as it relates to individual businesses.

Business Education Benchmarks	
	Standard 5: Communicate effectively as writers, listeners, and speakers in social and business settings.
5630-5a.	Demonstrate the ability to compose a business plan for a specific business based on the concepts of successful entrepreneurship.
5630-5b.	Prepare financial statements for a planned business.
5630-5c.	Actively critique other students as they give persuasive presentations on products and/or services.
5630-5d.	Demonstrate the use of the PowerPoint software to effectively give a sales pitch to a group of entrepreneurs.
5630-5e.	Demonstrate with confidence, in front of a group or one on one, how to sell or market a product.
	Standard 6: Use accounting procedures to make decisions about planning, organizing, and allocating resources.
5630-6a.	Produce a monetary proposal for a specific business.
5630-6b.	Produce a working monthly and yearly budget for a business.
5630-6c.	Prepare a business net worth statement and identify the differences between debt and equity.
5630-6d.	Identify economic and market factors that will affect our business.
5630-6e.	Develop pricing and marketing strategies for selling a product to produce a profit.
	Standard 7: Understand the laws affecting businesses and individuals.
5630-7a.	Identify responses to unethical behavior in the workplace.
5630-7b.	Identify labor laws and the effect unions have on the market, business and workers.
5630-7c.	Identify the procedure to apply for a copyright or patent.
	Standard 8: Understand the skills and knowledge that it takes to become a successful entrepreneur.
5630-8a.	Identify the benefits and risks of becoming an entrepreneur.
5630-8b.	Explain the basic operations of a small business.

	Business Education Benchmarks
5630-8c.	Identify the opportunities that would lead to a successful business.
5630-8d.	List characteristics of a successful leader.
	Standard 9: Understand the interrelationships to different functional areas of business (management, marketing, finance, accounting, law, and technology) and the impact of one component on another.
5630-9a.	Understand how each department within a business relies on each other to be successful.
5630-9b.	Give examples of how each department shares information and works together.
5630-9c.	Describe how businesses use technology within their business to gather and disperse information in a timely fashion.
	Standard 10: Understand the role of marketing and sales and the impact on individuals and businesses in a global society.
5630-10a.	Construct a marketing plan for a specific business.
5630-10b.	Identify a target market and create an advertisement to reach the customer.
5630-10c.	Describe practices associated with cultural diversity that would impact a business moving from the national to the international marketplace.
5630-10d.	Discuss the effects of promotion on pricing and demand for goods locally and internationally.
	Standard 11: Understand various strategies and processes that are used to solve problems and to communicate mathematical ideas in business applications.
5630-11a.	Evaluate the financial condition of a business based on its financial records.
5630-11b.	Practice the process of problem solving in a group setting.
5630-11c.	Identify characteristics of an individual on a successful team.

Resources Adopted to Teach the Benchmarks:

- Entrepreneurship “Ideas in Action” (2000)