

Business ELOs:

7th – 8th Grade

Students will:

- Discover different business operations and necessary education for managers in each capacity.
- Introduction to business ownership.
- Introduction to Human Resource Management.
- Hands on experience giving presentation and interviewing others.

Computer Business Applications

Students will:

- Apply tips for using Microsoft Word more efficiently, such as using tabs, format painter, headers, and footers, and reviewing tools.
- Create workbooks, charts and graphs using Excel.
- Know and demonstrate the rules of professional looking PowerPoint Presentations.
- Produce proper personal and business letters.
- Design documents using Publisher.
- Improve keyboarding speed and accuracy.
- Know the benefits of Access and how to use it for database projects.

Yearbook

Students will:

- Participate in group decision making and be a productive member of a group.
- Demonstrate principals of design.
- Demonstrate strategies for oral and verbal communication with customers/clients.
- Use graphic design software to design, create, and produce their yearbook.
- Editing to improve content.
- Develop and use a marketing plan to sell yearbooks.
- Plan a distribution and signing event.

Intro to Marketing

Students will:

- Describe marketing and business concepts using the functions and foundations of marketing.
- Design a sales presentation.
- Utilize improved communication/human relations/teamwork skills.
- Students will understand business attire and etiquette.
- Students will have a basic understanding of economics.
- Students will have knowledge of government rules and regulations related to marketing.

Accounting

Students will:

- Understand the role that accountants play in business and society.
- Develop an understanding a working knowledge of an annual report and financial statements.
- Assess the financial condition and operating results of a company and analyze and interpret financial statements.
- Explain the accounting cycle.
- Complete the steps in the accounting cycle to prepare the financial statements for a service and merchandising business.
- Identify current liabilities including payroll liabilities for employers and employees.
- Develop a working knowledge of payroll earnings and taxes to comply with tax laws.

Personal Finance

Students will:

- Identify the personal finance decision process.
- Demonstrate knowledge of comparison shopping and shopping for needs, rather than just wants.
- Identify strategies to build and maintain a high credit score and how this score affects loans.
- Explore career choices and the effects they could have on your financial plan.
- Explore the importance of saving and investing.
- Analyze the benefits and cost of insurance.
- Manage money effectively by understanding and developing financial goals and budgets.
- Utilize various banking documents, such as checks, checkbook registers, and deposit slips.
- Identify strategies to protect against identity theft and fraud.