

Curriculum Area: Business Education

Grade: 6

Course of Study: Keyboarding Skills

Core Concept: The student will develop skill in using a standard computer keyboard quickly and accurately input alphanumeric data.

Essential Learning	4 Point Rubric
1. The student will memorize the letter, number, and symbol locations on a standard keyboard.	4. The student can identify the location of all letters, numbers and symbols on a standard keyboard. <u>Benchmark</u> 3. The student can identify the location of most letters, numbers and symbols on a standard keyboard. 2. The student can identify the location of a majority of the letters, numbers and symbols on a standard keyboard. 1. The student cannot identify the location of a majority of the letters, numbers and symbols on a standard keyboard.

Curriculum Area: Business Education

Grade: 6

Course of Study: Keyboarding Skills

Core Concept: The student will develop skill in using a standard computer keyboard quickly and accurately input alphanumeric data.

Essential Learning	4 Point Rubric
2. The student will maintain “home row” finger placements and correct posture while typing.	4. The student can constantly maintain proper home row finger placements and correct posture while typing. <u>Benchmark</u> 3. The student can consistently maintain proper home row finger placements and correct posture while typing. 2. The student can maintain proper home row finger placements and correct posture while typing. 1. The student cannot maintain proper home row finger placements and correct posture while typing.

Curriculum Area: Business Education

Grade: 6

Course of Study: Keyboarding Skills

Core Concept: The student will develop skill in using a standard computer keyboard quickly and accurately input alphanumeric data.

Essential Learning	4 Point Rubric
3. The student will use prescribed finger reaches from the home row to all keys.	4. The student can constantly use the prescribed finger reaches from the home row to all keys. <u>Benchmark</u> 3. The student can consistently use the prescribed finger reaches from the home row to all keys. 2. The student can often use the prescribed finger reaches from the home row to all keys. 1. The student is not often able use the prescribed finger reaches from the home row to all keys.

Curriculum Area: Business Education

Grade: 6

Course of Study: Keyboarding Skills

Core Concept: The student will develop skill in using a standard computer keyboard quickly and accurately input alphanumeric data.

Essential Learning	4 Point Rubric
4. The student will perform “heads up” data input without looking at the keyboard.	4. The student constantly performs “heads up” data input without looking at the keyboard. <u>Benchmark</u> 3. The student consistently performs “heads up” data input without looking at the keyboard. 2. The student often performs “heads up” data input without looking at the keyboard. 1. The student does not often perform “heads up” data input without looking at the keyboard.

Curriculum Area: Business Education

Grade: 6

Course of Study: Keyboarding Skills

Core Concept: The student will develop skill in using a standard computer keyboard quickly and accurately input alphanumeric data.

Essential Learning	4 Point Rubric
5. The student will use a smooth, two-handed keying technique.	4. The student constantly uses a smooth, two-handed keying technique. <u>Benchmark</u> 3. The student consistently uses a smooth, two-handed keying technique. 2. The student often uses a smooth, two-handed keying technique. 1. The student did not often use a smooth, two-handed keying technique.

Curriculum Area: Business Education

Grade: 6

Course of Study: Keyboarding Skills

Core Concept: The student will develop skill in using a standard computer keyboard quickly and accurately input alphanumeric data.

Essential Learning	4 Point Rubric
6. The student will proofread and use copy correction techniques aided by standard software features.	4. The student submits assignments with minimal errors, demonstrating that he/she proofread the documents and used spelling and grammar correct software. <u>Benchmark</u> 3. The student consistently submits assignments with few errors, demonstrating that he/she proofread the documents and used spelling and grammar correct software. 2. The student sometimes submits assignments with minimal errors, demonstrating that he/she proofread the documents and used spelling and grammar correct software. 1. The student does not submit corrected assignments, demonstrating that he/she did not proofread the documents or use spelling and grammar correct software.

Curriculum Area: Business Education

Grade: 6

Course of Study: Keyboarding Skills

Core Concept: The student will develop skill in using a standard computer keyboard quickly and accurately input alphanumeric data.

Essential Learning	4 Point Rubric
7. The student will use basic navigation channels using the Microsoft <i>Windows</i> operating system.	4. By the end of the course, the <i>Windows</i> operating system to complete all assigned work without teacher assistance. <u>Benchmark</u> 3. By the end of the course, the student navigates the <i>Windows</i> operating system to complete all assigned work with minimal teacher assistance. 2. By the end of the course, the student usually navigates the <i>Windows</i> operating system to complete most assigned work with some teacher assistance. 1. By the end of the course, the student is unable to navigate the <i>Windows</i> operating system to complete assigned work without teacher assistance.

Curriculum Area: Business Education

Grade: 6

Course of Study: Keyboarding Skills

Core Concept: The student will develop skill in using a standard computer keyboard quickly and accurately input alphanumeric data.

Essential Learning	4 Point Rubric
<p>8. The student will use the basic features of the Microsoft <i>Word 97</i> word processing software system.</p>	<p>4. By the end of the course, the student uses the basic features of the Microsoft <i>Word 97</i> word processing software system to complete all assigned work without teacher assistance.</p> <p><u>Benchmark</u></p> <p>3. By the end of the course, the student uses the basic features of Microsoft <i>Word 97</i> to complete most assigned work with minimal teacher assistance.</p> <p>2. By the end of the course, the student usually uses most of the basic features of Microsoft <i>Word 97</i> to complete all assigned work without teacher assistance.</p> <p>1. By the end of the course, the student is unable to use the basic features of Microsoft <i>Word 97</i> to complete all assigned work without teacher assistance.</p>

Curriculum Area: Business Education

Grade: 6

Course of Study: Keyboarding Skills

Core Concept: The student will develop skill in using a standard computer keyboard quickly and accurately input alphanumeric data.

Essential Learning	4 Point Rubric
9. The student will use the basic principles of computer data storage and file management.	4. By the end of the course, the student creates files and saves them to a variety of storage devices and manages his/her files within an efficient folder system. <u>Benchmark</u> 3. By the end of the course, the student creates files and saves them on different storage devices and organizes his/her files within a labeled folder system. 2. By the end of the course, the student saves files on different storage devices and creates folders to organize his/her files. 1. By the end of the course, the student is unable to organize his/her files within a folder management system.

Curriculum Area: Business Education

Grade: 6

Course of Study: Keyboarding Skills

Core Concept: The student will develop skill in using a standard computer keyboard quickly and accurately input alphanumeric data.

Essential Learning	4 Point Rubric
10. The student will demonstrate skill, confidence and interest in using a personal computer.	4. By the end of the course, the student uses the computer without assistance, aids other students and develops documents for his/her own needs. <u>Benchmark</u> 3. By the end of the course, the student demonstrates an interest in using his/her computer skills to complete a variety of assigned documents with minimal assistance from others. 2. By the end of the course, the student demonstrates a satisfactory level of skill, confidence, and interest in using a personal computer. 1. By the end of the course, the student does not demonstrate skill, confidence, and interest in using a personal computer.

Curriculum Area: Business Education
Course of Study: Grade 7 Business Education

Grade: 7

Core Concept: The student will develop a general understanding of the role of business and individuals in a free enterprise market economy.

Essential Learning	4 Point Rubric
1. The student will describe the basic principles of how a Free Enterprise Market Economy operates.	4. The student is able to describe in detail the basic principles of a Free Enterprise Market Economy. <u>Benchmark</u> 3. The student is able to describe in general the basic principles of a Free Enterprise Market Economy. 2. The student is able to describe some of the basic principles of a Free Enterprise Market Economy. 1. The student is not able to differentiate between a Free Enterprise Market Economy and other types of economic systems.

Curriculum Area: Business Education
Course of Study: Grade 7 Business Education

Grade: 7

Core Concept: The student will develop a general understanding of the role of business and individuals in a free enterprise market economy.

Essential Learning	4 Point Rubric
<p>2. The student will demonstrate his/her knowledge of the basic principles of personal finance (e.g., money management, banking services, and shopping).</p>	<p>4. The student is able to complete personal financial documents and worksheets assigned in a consistently high degree of accuracy.</p> <p><u>Benchmark</u> 3. The student is able to complete most personal financial documents and worksheets assigned with a high degree of accuracy.</p> <p>2. The student is able to complete many personal financial documents and worksheets assigned with an acceptable degree of accuracy.</p> <p>1. The student is unable to complete many personal financial documents and worksheets assigned with an acceptable degree of accuracy.</p>

Curriculum Area: Business Education
Course of Study: Grade 7 Business Education

Grade: 7

Core Concept: The student will develop a general understanding of the role of business and individuals in a free enterprise market economy.

Essential Learning	4 Point Rubric
3. The student will develop an understanding of the role of business in providing goods and services to satisfy individual needs.	4. The student is able to detail many specific roles that business has played in developing and manufacturing goods and providing services to meet individual needs. <u>Benchmark</u> 3. The student is able to outline the role that business has played in developing and manufacturing goods and providing services to meet individual needs. 2. The student is able to outline some roles that business has played in developing and manufacturing goods and providing services to meet individual needs. 1. The student is not able to identify the roles that business has played in developing and manufacturing goods and providing services to meet individual needs.

Curriculum Area: Business Education
Course of Study: Grade 7 Business Education

Grade: 7

Core Concept: The student will develop a general understanding of the role of business and individuals in a free enterprise market economy.

Essential Learning	4 Point Rubric
<p>4. The student will develop an understating of the historical role of business in the advancement of society.</p>	<p>4. The student is able to relate many specific historical examples of business and entrepreneurial innovations that have had a material effect on the quality of human life and the advancement of society.</p> <p><u>Benchmark</u></p> <p>3. The student is able to relate some specific historical examples of business and entrepreneurial innovations that have had a material effect on the quality of human life and the advancement of society.</p> <p>2. The student is able to relate two specific historical examples of business or entrepreneurial innovations that have had an effect on the advancement of society.</p> <p>1. The student is unable to relate two specific historical examples of business or entrepreneurial innovations that have had an effect on the advancement of society.</p>

Curriculum Area: Business Education
Course of Study: Grade 7 Business Education

Grade: 7

Core Concept: The student will develop a general understanding of the role of business and individuals in a free enterprise market economy.

Essential Learning	4 Point Rubric
5. The student will describe the basic legal structure of business organizations.	4. The student is able to specifically describe the key features, benefits and drawbacks of corporations, partnerships and proprietorships. <u>Benchmark</u> 3. The student is able to generally describe the features, benefits and drawbacks of corporations, partnerships and proprietorships. 2. The student is able to describe two features, benefits and drawbacks of corporations, partnerships and proprietorships. 1. The student is not able to describe at least two features, benefits and drawbacks of corporations, partnerships and proprietorships.

Curriculum Area: Business Education
Course of Study: Grade 7 Business Education

Grade: 7

Core Concept: The student will develop a general understanding of the role of business and individuals in a free enterprise market economy.

Essential Learning	4 Point Rubric
6. The student will develop an understanding of the importance and methods of saving and investing to accomplish personal financial goals.	4. The student is able to specifically describe several methods of saving and investing including an advantage and pitfall of each. <u>Benchmark</u> 3. The student is able to describe three of the most common methods of saving and investing including an advantage and pitfall of each. 2. The student is able to describe two of the most common methods of saving and investing including at least one advantage and one disadvantage of each. 1. The student is not able to describe at least two of the most common methods of saving and investing.

Curriculum Area: Business Education
Course of Study: Grade 7 Business Education

Grade: 7

Core Concept: The student will develop a general understanding of the role of business and individuals in a free enterprise market economy.

Essential Learning	4 Point Rubric
7. The student will define the basic concept of various types of insurance.	4. The student is able to specifically describe the key features and benefits of life, auto and homeowners insurance. <u>Benchmark</u> 3. The student is able to generally describe the key features and benefits of life, auto and homeowners insurance. 2. The student is able to describe some of the features and benefits of life, auto and homeowners insurance. 1. The student is not able to describe the key features and benefits of life, auto and homeowners insurance.

Curriculum Area: Business Education
Course of Study: Grade 7 Business Education

Grade: 7

Core Concept: The student will develop a general understanding of the role of business and individuals in a free enterprise market economy.

Essential Learning	4 Point Rubric
8. The student will apply the concept of credit to buying a home and automobile as well as in the use of credit cards.	4. The student is able to detail the concept of credit to buying a home and automobile as well as in the use of credit cards and provide specific example calculations of each. <u>Benchmark</u> 3. The student is able to relate the concept of credit to buying a home and automobile as well as in the use of credit cards and provide a general example calculation of each. 2. The student is able to relate the basic concept of credit to buying a home and automobile as well as in the use of credit cards. 1. The student is not able to relate the basic concept of credit to buying a home and automobile as well as in the use of credit cards.

Curriculum Area: Business Education
Course of Study: Grade 7 Business Education

Grade: 7

Core Concept: The student will develop a general understanding of the role of business and individuals in a free enterprise market economy.

Essential Learning	4 Point Rubric
<p>9. The student will demonstrate an understanding of the basic principles of taxation.</p>	<p>4. The student is able to explain the principles of and perform calculations in sales, property and income taxation with a high level of accuracy.</p> <p><u>Benchmark</u> 3. The student is able to explain the basic principles of and perform basic calculations in sales, property and income taxation.</p> <p>2. The student is able to explain some principles of and perform some basic calculations in sales, property and income taxation.</p> <p>1. The student does not understand the basic principles of and is not able to perform some basic calculations in sales, property and income taxation.</p>

Curriculum Area: Business Education
Course of Study: Grade 7 Business Education

Grade: 7

Core Concept: The student will develop a general understanding of the role of business and individuals in a free enterprise market economy.

Essential Learning	4 Point Rubric
10. The student will demonstrate an understanding of his/her role as a consumer, worker, and citizen.	4. The student is able to demonstrate a detailed understanding of his/her role as a consumer, worker, and citizen. <u>Benchmark</u> 3. The student is able to demonstrate an understanding of his/her role as a consumer, worker, and citizen. 2. The student is able to demonstrate a basic understanding of his/her role as a consumer, worker, and citizen. 1. The student is not able to demonstrate a basic understanding of his/her role as a consumer, worker, and citizen.

Curriculum Area: Business Education

Grade: 9-12

Course of Study: Keyboarding I

Core Concept: The student will demonstrate the use of keyboarding skills to key by touch and to produce specific personal-use and business-use documents.

Essential Learning	4 Point Rubric
1. The student will key the alphabetic keyboard by touch.	4. The student is able to type copy infrequently looking at the keys with 90% accuracy. <u>Benchmark</u> 3. The student is able to copy seldom looking at the keys with 80% accuracy. 2. The student is able to copy generally looking at the keys with 70% accuracy. 1. The student is able to type copy while frequently looking at the keys with limited accuracy.

Curriculum Area: Business Education

Grade: 9-12

Course of Study: Keyboarding I

Core Concept: The student will demonstrate the use of keyboarding skills to key by touch and to produce specific personal-use and business-use documents.

Essential Learning	4 Point Rubric
2. The student will key the numeric keyboard by touch.	4. The student is able to key the numbers utilizing various forms of copy with 85% accuracy by the touch method. <u>Benchmark</u> 3. The student is able to key the numbers utilizing various forms of copy with 75% accuracy by the touch method. 2. The student is able to key the numbers utilizing various forms of copy with 70% accuracy by the touch method. 1. The student is able to key the numbers utilizing various forms of copy by the touch method with limited accuracy.

Curriculum Area: Business Education

Grade: 9-12

Course of Study: Keyboarding I

Core Concept: The student will demonstrate the use of keyboarding skills to key by touch and to produce specific personal-use and business-use documents.

Essential Learning	4 Point Rubric
3. The student will use basic keyboard functions such as tabs, margins, centering and underlining.	4. The student completes documents which contain margins, tabs, centering and underlining. Each facet is completed accurately. <u>Benchmark</u> 3. The student completes documents which contain margins, tabs, centering and underlining. Each facet is generally accurate. 2. The student completes some facets of documents which contain margins, tabs, centering and underlining. 1. The student partially completes some facets of documents which contain margins, tabs, centering and underlining.

Curriculum Area: Business Education

Grade: 9-12

Course of Study: Keyboarding I

Core Concept: The student will demonstrate the use of keyboarding skills to key by touch and to produce specific personal-use and business-use documents.

Essential Learning	4 Point Rubric
4. The student will format (e.g., arranging, placing, and spacing copy) according to accepted conventions for specific documents.	4. The student accurately determines and types the proper format for specific business letters and reports. <u>Benchmark</u> 3. The student, for the most part, determines and types the proper format for specific business letters and reports. 2. The student somewhat determines and types the proper format for specific business letters and reports. 1. The student occasionally determines and types the proper format for specific business letters and reports.

Curriculum Area: Business Education

Grade: 9-12

Course of Study: Keyboarding I

Core Concept: The student will demonstrate the use of keyboarding skills to key by touch and to produce specific personal-use and business-use documents.

Essential Learning	4 Point Rubric
5. The student will proofread documents competently, identifying errors.	4. The student is able to accurately identify errors in a previously prepared document. <u>Benchmark</u> 3. The student is able to identify most errors in a previously prepared document. 2. The student is able to identify many errors in a previously prepared document. 1. The student is able to identify only a few errors in a previously prepared document.

Curriculum Area: Business Education

Grade: 9-12

Course of Study: Keyboarding I

Core Concept: The student will demonstrate the use of keyboarding skills to key by touch and to produce specific personal-use and business-use documents.

Essential Learning	4 Point Rubric
6. The student will explain the difference between unbound and leftbound reports and apply basic formatting features to create simple reports.	4. The student types unbound and leftbound reports accurately formatting each. <u>Benchmark</u> 3. The student types unbound and leftbound reports usually formatting each correctly. 2. The student types unbound and leftbound reports somewhat formatting each correctly. 1. The student types unbound and leftbound reports, without formatting correctly.

Curriculum Area: Business Education

Grade: 9-12

Course of Study: Keyboarding I

Core Concept: The student will demonstrate the use of keyboarding skills to key by touch and to produce specific personal-use and business-use documents.

Essential Learning	4 Point Rubric
7. The student will explain the difference between a personal/business letter and a business letter and apply basic formatting features to create each type of letter.	4. The student types personal/business and business letters accurately formatting each. <u>Benchmark</u> 3. The student types personal/business and business letters usually formatting each correctly. 2. The student types personal/business and business letters somewhat formatting each correctly. 1. The student types personal/business and business letters with incorrect formatting.

Curriculum Area: Business Education

Grade: 9-12

Course of Study: Keyboarding I

Core Concept: The student will demonstrate the use of keyboarding skills to key by touch and to produce specific personal-use and business-use documents.

Essential Learning	4 Point Rubric
8. The student will use correct formatting to key small and large envelopes and use standard conventions to place letters into envelopes.	4. The student types small and large envelopes accurately formatting each and placing a letter properly into the envelope. <u>Benchmark</u> 3. The student types small and large envelopes usually formatting each correctly and usually placing letter into envelope properly. 2. The student types small and large envelopes formatting each somewhat correctly and generally placing letter into envelope properly. 1. The student types small and large envelopes without correct formatting and improperly placing letter into envelope.

Curriculum Area: Business Education

Grade: 9-12

Course of Study: Keyboarding I

Core Concept: The student will demonstrate the use of keyboarding skills to key by touch and to produce specific personal-use and business-use documents.

Essential Learning	4 Point Rubric
9. The student will follow both written and verbal directions to prepare typed material.	4. The student accurately prepares and modifies documents based on both oral and written directions. <u>Benchmark</u> 3. The student usually prepares and modifies documents correctly based on both oral and written directions. 2. The student sometimes prepares and modifies documents correctly based on both oral and written directions. 1. The student does not prepare and modify documents correctly based on both oral and written directions.

Curriculum Area: Business Education

Grade: 9-12

Course of Study: Keyboarding I

Core Concept: The student will demonstrate the use of keyboarding skills to key by touch and to produce specific personal-use and business-use documents.

Essential Learning	4 Point Rubric
10. The student will follow accepted conventions for creating an interoffice memorandum.	4. The student prepares an interoffice memo accurately. <u>Benchmark</u> 3. The student usually prepares an interoffice memo accurately. 2. The student occasionally prepares an interoffice memo with some degree of accuracy. 1. The student prepares an interoffice memo with little accuracy.

Curriculum Area: Business Education

Grade: 10-12

Course of Study: Accounting I

Core Concept: The student will demonstrate the ability to apply accounting concepts to a service business organized as a sole proprietorship as well as a merchandising business organized as a partnership.

Essential Learning	4 Point Rubric
1. The student will demonstrate knowledge of the double entry system by organizing and processing basic financial data using the accounting equation and ledger accounts.	4. The student accurately tracks almost all transactions by organizing the data and recording the data in the proper ledger accounts, accurately designating a positive or negative effect and by balancing the accounting equation. <u>Benchmark</u> 3. The student accurately tracks most transactions by organizing the data and recording the data in the proper ledger accounts, accurately designating a positive or negative effect and by balancing the accounting equation. 2. The student accurately tracks some transactions by organizing the data and recording the data in the proper ledger accounts, usually designating a positive or negative effect and by attempting to balance the accounting equation. 3. The student seldom tracks transactions accurately in the proper ledger accounts and seldom uses a positive or negative effect in either the ledger or the accounting equation.

Curriculum Area: Business Education

Grade: 10-12

Course of Study: Accounting I

Core Concept: The student will demonstrate the ability to apply accounting concepts to a service business organized as a sole proprietorship as well as a merchandising business organized as a partnership.

Essential Learning	4 Point Rubric
2. The student will explain how transactions affect the accounting equation and each account with the accounting equation.	<p>4. The student completes two or more associated T accounts for each transaction accurately, identifying the accounts affected, the classification of the account and the Debit and/or Credit designation.</p> <p><u>Benchmark</u></p> <p>3. The student completes two or more associated T accounts for each transaction accurately, usually identifying the classification of the account and the Debit and/or Credit designation.</p> <p>2. The student usually completes two or more associated T accounts for each transaction, occasionally identifying the classification of the account and the Debit and/or Credit designation.</p> <p>1. The student sometimes completes two or more associated T accounts for each transaction, seldom identifying the classification of the account and the Debit and/or Credit designation.</p>

Curriculum Area: Business Education

Grade: 10-12

Course of Study: Accounting I

Core Concept: The student will demonstrate the ability to apply accounting concepts to a service business organized as a sole proprietorship as well as a merchandising business organized as a partnership.

Essential Learning	4 Point Rubric
3. The student will analyze and record financial changes using appropriate journals.	4. The student accurately selects the appropriate journal, the accounts that are affected, the Debit and/or Credit designation, and the correct amount. <u>Benchmark</u> 3. The student usually selects the appropriate journal, the accounts that are affected, the Debit and/or Credit designation, and the correct amount. 2. The student sometimes selects the appropriate journal, the accounts that are affected, the Debit and/or Credit designation, and the correct amount. 1. The student rarely selects the appropriate journal, the accounts that are affected, the Debit and/or Credit designation, and the correct amount.

Curriculum Area: Business Education

Grade: 10-12

Course of Study: Accounting I

Core Concept: The student will demonstrate the ability to apply accounting concepts to a service business organized as a sole proprietorship as well as a merchandising business organized as a partnership.

Essential Learning	4 Point Rubric
4. The student will post to the ledgers from the journals.	4. The student almost always chooses the correct accounts, posts to the appropriate side, computes the new balance determining whether the current balance is a debit or credit, and completes the post reference notations. <u>Benchmark</u> 3. The student generally chooses the correct accounts, posts to the appropriate side, computes the new balance determining whether the current balance is a debit or credit, and completes the post reference notations. 2. The student sometimes chooses the correct accounts, posts to the appropriate side, computes the new balance determining whether the current balance is a debit or credit, and completes the post reference notations. 1. The student seldom chooses the correct accounts, posts to the appropriate side, computes the new balance determining whether the current balance is a debit or credit, and completes the post reference notations.

Curriculum Area: Business Education

Grade: 10-12

Course of Study: Accounting I

Core Concept: The student will demonstrate the ability to apply accounting concepts to a service business organized as a sole proprietorship as well as a merchandising business organized as a partnership.

Essential Learning	4 Point Rubric
5. The student will analyze and prepare period-ending statements.	<p>4. The student accurately completes the trial balance and records adjusting entries, extends balances to income statement and balance sheet, and determines net income.</p> <p><u>Benchmark</u></p> <p>3. The student accurately completes the trial balance, usually analyzes and records adjusting entries correctly and, for the most part, extends balances to income statement and balance sheet columns correctly, and determines a net income.</p> <p>2. The student, for the most part, completes the trial balance correctly, analyzes some of the adjusting entries correctly, extends some of the balances correctly, and determines a net income.</p> <p>1. The student may complete the trial balance correctly, analyzes some of the adjusting entries correctly, extends some of the balances correctly and might not determine a net income.</p>

Curriculum Area: Business Education

Grade: 10-12

Course of Study: Accounting I

Core Concept: The student will demonstrate the ability to apply accounting concepts to a service business organized as a sole proprietorship as well as a merchandising business organized as a partnership.

Essential Learning	4 Point Rubric
6. The student will analyze and record closing entries.	4. The student records the closing entries for the income statement accounts, completes the closing entry for net income/loss and closes drawing to the correct accounts with correct balances and prepares a post-closing trial balance correctly. <u>Benchmark</u> 3. The student accurately records the closing entries for the income statement accounts and may record either the entry for net income/loss or drawing correctly. 2. The student records some of the entries for the income statement accounts correctly and may record either the entry for net income/loss or drawing correctly. 1. The student may record some of the entries for the income statement accounts but does not record either the entry for net income/loss or drawing correctly.

Curriculum Area: Business Education

Grade: 10-12

Course of Study: Accounting I

Core Concept: The student will demonstrate the ability to apply accounting concepts to a service business organized as a sole proprietorship as well as a merchandising business organized as a partnership.

Essential Learning	4 Point Rubric
7. The student will prepare financial statements.	<p>4. The student accurately completes the income statement using the data from the worksheet (service business or merchandising business), accurately calculates the distribution of net income/loss (if applicable), recalculates owner's equity accurately, and accurately completes balance sheet using data from worksheet and statement of owner equity.</p> <p><u>Benchmark</u></p> <p>3. The student accurately completes the income statement using data from the worksheet (for service business), mostly completes the income statement for a merchandising business using data from worksheet, calculates the distribution of net income/loss (if applicable, recalculate owner's equity, and mostly complete balance sheet using data from worksheet and statement of owner equity.</p> <p>2. The student complete the income statement for a service business, part of the income statement for a merchandising business, and very little of the remaining financial statements.</p> <p>1. The student is only able to complete some portion of the income statement for a service business and very little of the remaining financial statements.</p>

Curriculum Area: Business Education

Grade: 10-12

Course of Study: Accounting I

Core Concept: The student will demonstrate the ability to apply accounting concepts to a service business organized as a sole proprietorship as well as a merchandising business organized as a partnership.

Essential Learning	4 Point Rubric
8. The student will use accounting terminology related to a service business organized as a sole proprietorship and a merchandising business organized as a partnership.	4. The student shows a proficient knowledge of the accounting process by being able to match terms with the appropriate definitions. <u>Benchmark</u> 3. The student shows good knowledge of the accounting process by being able to match many terms with the appropriate definitions. 2. The student shows some knowledge of the accounting process by being able to match some terms with the appropriate definitions. 1. The student shows little knowledge of the accounting process by being able to match a few terms with the appropriate definitions.

Curriculum Area: Business Education

Grade: 10-12

Course of Study: Accounting I

Core Concept: The student will demonstrate the ability to apply accounting concepts to a service business organized as a sole proprietorship as well as a merchandising business organized as a partnership.

Essential Learning	4 Point Rubric
9. The student will apply accounting principles and practices for a service and merchandising business.	4. The student accurately completes a business simulation project, utilizing the accounting principles and practices for a service/merchandiser. <u>Benchmark</u> 3. The student completes most of a business simulation project, utilizing the accounting principles and practices for a service/merchandiser. 2. The student completes some of the business simulation project, utilizing the accounting principles and practices for a service/merchandiser. 1. The student complete a relatively small part of a business simulation project, utilizing the accounting principles and practices for a service/merchandiser.

Curriculum Area: Business Education

Grade: 10-12

Course of Study: Accounting I

Core Concept: The student will demonstrate the ability to apply accounting concepts to a service business organized as a sole proprietorship as well as a merchandising business organized as a partnership.

Essential Learning	4 Point Rubric
10. The student will use an automated accounting program to analyze and process financial data for a service business or merchandising business.	4. The student accurately completes a computer-based business simulation project for a service/merchandising business. <u>Benchmark</u> 3. The student completes most of the computer-based simulation project for a service/merchandising business. 2. The student completes some of the computer-based business simulation project for a service/merchandising business. 1. The student completes a relatively small part of a computer-based business simulation project for a service/merchandising business.

Curriculum Area: Business Education

Grade: 11, 12

Course of Study: Computer Tech

Core Concept: The student will demonstrate the ability to create, edit, save, print, and enhance spreadsheets and documents using spreadsheet and word processing software.

Essential Learning	4 Point Rubric
1. The student will identify and use special components of word processing and spreadsheet windows within basic computer terminology.	4. The student demonstrates a thorough understanding of <i>Microsoft Word</i> and <i>Excel</i> toolbars and menus for the purpose of document and spreadsheet creation and enhancement. <u>Benchmark</u> 3. The student demonstrates an understanding of most <i>Microsoft Word</i> and <i>Excel</i> toolbars and menus for the purpose of document and spreadsheet creation and enhancement. 2. The student demonstrates some understanding of <i>Microsoft Word</i> and <i>Excel</i> toolbars and menus for the purpose of document and spreadsheet creation and enhancement. 1. The student is unable to demonstrate an understanding of the menus and toolbars.
2. The student will create simple formulas with relative and absolute cell references.	4. The student demonstrates a thorough understanding of the techniques involved in the creation of relative and absolute cell referencing. <u>Benchmark</u> 3. The student demonstrates a general understanding of most of the techniques involved in the creation of relative and absolute cell referencing. 2. The student demonstrates some understanding of most of the techniques involved in the creation of relative and absolute cell referencing. 1. The student is unable to demonstrate an understanding of the techniques involve in the creation of relative and absolute cell referencing.

Curriculum Area: Business Education

Grade: 11, 12

Course of Study: Computer Tech

Core Concept: The student will demonstrate the ability to create, edit, save, print, and enhance spreadsheets and documents using spreadsheet and word processing software.

Essential Learning	4 Point Rubric
3. The student will customize the appearance of a worksheet with formatting features (e.g., bold, italicize, underline, fonts, and border/shading.)	4. The student demonstrates a thorough understanding of the techniques utilized to customize the appearance of a worksheet with formatting features. <u>Benchmark</u> 3. The student demonstrates a general understanding of most of the techniques utilized to customize the appearance of a worksheet with formatting features. 2. The student demonstrates some understanding of the techniques utilized to customize the appearance of a worksheet with formatting features. 1. The student is unable to customize the appearance of the worksheet with formatting features.
4. The student will enhance the reader's understanding of worksheets by creating a chart of data.	4. The student demonstrates a thorough understanding of chart creation for the purpose of enhancing a reader's understanding of the data. <u>Benchmark</u> 3. The student demonstrates a general understanding of most of the concepts in chart creation for the purpose of enhancing a reader's understanding of the data. 2. The student demonstrates some understanding of chart creation for the purpose of enhancing a reader's understanding of the data. 1. The student is unable to create charts.

Curriculum Area: Business Education

Grade: 11, 12

Course of Study: Computer Tech

Core Concept: The student will demonstrate the ability to create, edit, save, print, and enhance spreadsheets and documents using spreadsheet and word processing software.

Essential Learning	4 Point Rubric
5. The student will use word processing software to perform tasks effectively (e.g., opening, closing, saving, deleting, inserting, printing, revising, and spell checking documents.)	4. The student demonstrates a thorough understanding of word processing software as it applies to performing opening, closing, saving, deleting, inserting, printing, revising, and spell checking documents. <u>Benchmark</u> 3. The student demonstrates general understanding of word processing software as it applies to performing opening, closing, saving, deleting, inserting, printing, revising, and spell checking documents. 2. The student demonstrates some understanding of word processing software as it applies to performing opening, closing, saving, deleting, inserting, printing, revising, and spell checking documents. 1. The student is unable to use the word processing software effectively.
6. The student will format documents including line spacing, tab settings, margins, text justification, and page breaks.	4. The student demonstrates a thorough understanding of professional formatting procedures utilized in document preparation. <u>Benchmark</u> 3. The student demonstrates a general understanding of professional formatting procedures utilized in document preparation. 2. The student demonstrates some understanding of professional formatting procedures utilized in document preparation. 1. The student displays little ability to use any proper formatting procedures.

Curriculum Area: Business Education

Grade: 11, 12

Course of Study: Computer Tech

Core Concept: The student will demonstrate the ability to create, edit, save, print, and enhance spreadsheets and documents using spreadsheet and word processing software.

Essential Learning	4 Point Rubric
7. The student will edit and manipulate a document through copying and moving blocks of text.	4. The student demonstrates a thorough understanding of a variety of editing techniques used in document creation. <u>Benchmark</u> 3. The student demonstrates a basic understanding of a variety of editing techniques used in document creation. 2. The student demonstrates some understanding of a variety of editing techniques used in document creation. 1. The student demonstrates little to no understanding of editing techniques used in document creation.
8. The student will use word processing features to organize data into a table format and apply formatting to enhance its appearance.	4. The student demonstrates a thorough understanding of how effectively utilize word processing features to create professional structured and organized data tables. <u>Benchmark</u> 3. The student demonstrates a general knowledge of how to effectively utilize word processing features to create data tables. 2. The student demonstrates some understanding of how to effectively utilize word processing features to create data tables. 1. The student demonstrates little understanding of how to create data tables.

Curriculum Area: Business Education

Grade: 11, 12

Course of Study: Computer Tech

Core Concept: The student will demonstrate the ability to create, edit, save, print, and enhance spreadsheets and documents using spreadsheet and word processing software.

Essential Learning	4 Point Rubric
9. The student will combine two documents (a main document and a source document) to create multiple letters using the mail merge process.	4. The student demonstrates a thorough understanding of the mail merge process as it applies to the creation of multiple documents. <u>Benchmark</u> 3. The student demonstrates a general understanding of the mail merge process as it applies to the creation of multiple documents. 2. The student demonstrates some understanding of the mail merge process as it applies to the creation of multiple documents. 1. 2. The student demonstrates little understanding of the mail merge process as it applies to the creation of multiple documents.
10. The student will format a document to change the emphasis or appearance of text.	4. The student demonstrates a thorough understanding of the techniques utilized to change the emphasis and/or appearance of text in a professionally created document. <u>Benchmark</u> 3. The student demonstrates a general understanding of the techniques utilized to change the emphasis and/or appearance of text in a professionally created document. 2. The student demonstrates some understanding of the techniques utilized to change the emphasis and/or appearance of text in a professionally created document. 1. The student demonstrates little understanding of the techniques utilized to change the emphasis and/or appearance of text in a professionally created document.