

SALINE AREA SCHOOLS

COURSE OUTCOMES

PERSONAL LAW

1. Develop an understanding of how the U.S. Constitution relates to the lawmaking process, their constitutional freedoms, and their rights to fair legal procedure.
 - a. Investigate the U.S. Constitution and lawmaking by assessing and evaluating law in our society, analyzing the legal responsibilities of the branches of government, and researching how laws are made and determining how the court system interprets these laws.
 - b. Explore constitutional freedoms by analyzing the Bill of Rights and making analogies to the areas of equal protection and due process of existing laws.
 - c. Assess the U.S. Constitution and fair legal procedure by evaluating the scope of rights in the criminal justice system.

2. Examine criminal law and explore types of crimes, criminal procedure, and the juvenile justice system.
 - a. Interpret general rules of criminal law, including crimes against people and property and categorize defenses for these crimes.
 - b. Distinguish the role of the police and categorize the events of a trial.
 - c. Explore the juvenile justice system by synthesizing the jurisdiction, process, and disposition of cases with current publicized cases.

3. Develop an understanding of tort and contract law and explore civil law as it applies to specific torts and contracts.
 - a. Explore civil law and criminal law by differentiating between civil and criminal trials, remedies, processes, and alternatives to litigation.
 - b. Interpret the meaning of torts as duties to others by evaluating types of intentional and negligent torts.
 - c. Determine what a legal contract is, making analogies with contracts and promises made in everyday life and exploring reforming, rescinding, and breaching contracts.

4. Develop an understanding of family law and investigate marriage issues, responsibilities of parents to their children, separation and divorce, and preparation for death.
 - a. Gather information on the legal rights and responsibilities of marriage including current issues such as the changing face of marriage and problems of domestic violence.
 - b. Determine the legal responsibilities of parents to their children by distinguishing the roles of parents and children, the rights and duties of parents, and to speculate what child abuse and child neglect legally is.
 - c. Hypothesize legal situations involving separation and divorce and speculate on the legal and financial effects of ending a marriage and child custody matters.
 - d. Research now one prepares for death, including speculating on the need for wills, one's legal right to die, and making one's wishes known.

5. Develop an understanding of the law in their everyday life and investigate their rights and responsibilities as employees, consumers, home dwellers, and tax payers.
 - a. Determine rights and responsibilities as an employee in the areas of discrimination in hiring, promoting, and firing and explore safety and privacy issues.
 - b. Explore consumer law in the areas of sales agreements, consumer protection, restricted business practices, consumer remedies, and credit use.
 - c. Gather information concerning housing law which includes the areas of renting and buying homes, housing discrimination, government assisted housing, and rights and duties of landlords and tenants.
 - d. Categorize types of taxes, benefits and uses of taxes, and legal responsibilities and rights of income tax payers.

6. Research Michigan legal information and explore trial steps and assess needs when working with a lawyer.
 - a. Hypothesize when it is necessary to contact a lawyer by speculating what a lawyer can do for a client, how to find and interview, and work with a lawyer, and alternatives to paying for a lawyer.
 - b. Classify trial activities that happen before, during, and after the trial, including rules of evidence, verdict, and judgment.
 - c. Categorize Michigan legal information as it pertains to minimum ages for specified activities, marriage, and motor vehicle laws.

SALINE AREA SCHOOLS COURSE OUTCOMES

MARKETING

1. Use proper grammar vocabulary and develop a business vocabulary to communicate written information to customers, employees, and supervisors.
 - a. Explain the nature of effective written communications.
 - b. Use effective technical vocabulary.
 - c. Use correct pronunciation and enunciation.
 - d. Use correct grammar.

2. Display positive human relations skills.
 - a. Display positive personality skills.
 - b. Knowledge of proper business attire.
 - c. Handle difficult customers.
 - d. Handle customer/client complaints.

3. Demonstrate awareness of management skills.
 - a. Trace 3 major developments of management theory.
 - b. Describe types of business ownership.

4. Exhibit experience in selling activities.
 - a. Obtain information from products.
 - b. Open a sales presentation.
 - c. Question customers.
 - d. Suggest product substitutions.
 - e. Demonstrate a product.
 - f. Handle customer objections.
 - g. Use feather/benefit selling.
 - h. Close a sale.
 - i. Suggest additional merchandise.
 - j. Describe sales follow-up procedures.

5. Exhibit knowledge of advertising and promotional strategies.
 - a. Develop a promotional mix.
 - b. Develop a newspaper ad layout.
 - c. Develop a radio spot advertisement.
 - d. Prepare visual displays.
 - e. Prepare a video advertisement.
 - f. Identify elements of advertisements.
 - g. Explain the types of media.

6. Possess employability skills.
 - a. Complete a job application.
 - b. Prepare a letter of application.
 - c. Prepare a resume.
 - d. Demonstrate basic interviewing skills.
 - e. Write a follow-up letter.
 - f. Describe proper procedures of terminating a job.
 - g. Write a resignation letter.

7. Exhibit leadership skills.
 - a. Participate in a DECA Competitive event.

8. Understand marketing and business fundamentals.
 - a. Explain the functions of marketing.
 - b. Explain market identification.
 - c. Explain channels of distribution.
 - d. Explain marketing strategies.
 - e. Explain types of business ownership.
 - f. Develop a product mix.

9. Understand economic fundamentals.
 - a. Explain the concept of economics.
 - b. Explain economic goods and services.
 - c. Explain economic resources.
 - d. Explain product utility.
 - e. Explain the concept of supply and demand.
 - f. Explain economic systems.
 - g. Explain profit.
 - h. Explain business risk.
 - i. Explain competition.

10. Participate in physical distribution activities.
 - a. Check incoming stock.
 - b. Reconcile shipping/receiving discrepancies.
 - c. Process returned/damaged product.
 - d. Price stock.
 - e. Maintain inventory.
 - f. Complete stock counts.

11. Understand business mathematics.
 - a. Calculate charges on purchases.
 - b. Calculate discounts on purchases.
 - c. Calculate tax on purchases.
 - d. Explain the importance of accuracy in calculating tax, discounts, and miscellaneous charges.
 - e. Compute basic mathematics.
 - f. Operate a cash register.
 - g. Complete a sales check.
 - h. Understand invoices, packing slips.
 - i. Calculate mark-up and profit.
 - j. Make change with and without change indicator.

SALINE AREA SCHOOLS

COURSE OUTCOMES

BUSINESS TECHNOLOGY I-IV

Keyboarding

1. Demonstrate keyboarding skills.
 - a. Demonstrate keyboarding techniques on typewriter or computer; sit correctly, feet flat on floor, wrists low, fingers curved, use proper fingers, strike quickly, use touch system, eyes on copy.
 - b. Operate all keys on typewriter or computer.
 - c. Receive acceptable or better rating on each technique on the keyboarding checklist test.

2. Key from straight copy.
 - a. Keyboard from straight copy 35 GWPM with no more than 1 error per minute.

3. Key simple tables.
 - a. On a typewriter or computer, center horizontally and vertically a simple table from text.
 - b. On a typewriter or computer, produce a 3-column table with subheadings and column headings with a source note or total line from a draft with all errors corrected.

4. Key an outline.
 - a. On a typewriter or computer, produce a 1-page outline from book; proofread; using the tabulation and/or hanging indents in paragraph form.

5. Key reports.
 - a. On a typewriter or computer, produce a title page from book; proofread.
 - b. On a typewriter or computer, produce a 2-page unbound report with side headings and reference from book; proofread.

6. Key a memorandum.
 - a. On a typewriter or computer, produce a simplified memo in block style from text.
 - b. On a typewriter or computer, produce a formal business memo from a handwritten draft. (problem 3, page 238)

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7. Use proofreading marks.
 - a. Proofread and insert proofreaders' marks by comparing a typed document to a source document; produce a final copy on a typewriter or computer. (Business Skills Improvement Exercise) (Use Reference Guide #10)
8. Key preprinted business forms.
 - a. Keyboard data on forms on a typewriter.
 - b. Complete a purchase requisition, purchase order and an invoice on a typewriter.
9. Key labels or cards.
 - a. Keyboard file folder labels, mailing labels, envelopes, and index cards on a typewriter or computer. (page 129, 130, 83)
10. Key Letters.
 - a. On a typewriter or computer, produce personal business letters in block and modified block style properly spaced with open and mixed punctuation; proofread.

Money Management

11. Use an electronic calculator.
 - a. Operates a touch key calculator with the touch system with 90% accuracy.
 - b. Use a calculator to solve 20 problems involving addition and subtraction of whole numbers or dollar amounts, including subtotals.
 - c. Use a calculator to solve 20 problems involving multiplication and division of whole numbers or dollar amounts.
12. Record transactions. (Prerequisite: CS #11, Calc)
 - a. Record at least 25 expense and 2 income amounts on family budget form; use a calculator to compute balance and totals.
13. Use common tables.
 - a. Use a highway map to record distances between departure and destination cities.
 - b. Use an airline schedule to list departure and arrival times and flight numbers.
 - c. Use a postage scale and rate chart to calculate first class postage.
 - d. Use a National Zip Code Directory to record codes for 10 different cities.
 - e. Use a federal income tax table to identify the withholding tax for each of 10 employees.

14. Maintain bank accounts. (Prerequisite: CS #11, Calc)
 - a. Open a checking account.
 - b. Prepare a bank deposit.
 - c. Record at least 2 deposits and 5 checks in a checkbook register; use a calculator to compute the balance on each line.
 - d. Reconcile a check register and bank statement containing at least 15 checks.
15. Prepare a personal budget. (Prerequisite: CS #11, Calc)
 - a. Prepare a budget that includes 25 expenses and 2 income amounts on personal budget form; use a calculator to compute and balance the totals.

Computer Applications

16. Identify types of computer hardware.
 - a. Identify components of a computer system; i.e., input, processing, storage, output.
 - b. Match definitions for hardware terms.
17. Identify types of computer software.
 - a. Identify functions of system software and application software.
 - b. Match definitions for software terms.
18. Perform operating system procedures.
 - a. Demonstrate an awareness of the care and use of disks; write protect notch, handling, inserting properly in drive, removing disk, and storing in sleeve in disk box.
 - b. Demonstrate the following: list directory, format data disk, copy files, list data directly, print directory, backup data on computer, name, save, erase a file.
19. Maintain office equipment.
 - a. Operate typewriter or computer safely and in a manner which protects equipment.
 - b. Replace ribbon, correction tape, and print mechanism (if possible) on typewriter or printer.
 - c. Load continuous form and single sheet paper in computer printer.
 - d. Set printer for appropriate print modes.
20. Perform word processing operations.
 - a. Enter a word processing program and do the basic functions such as simple editing, saving, retrieving, and printing.
 - b. Change default settings of margins, tabs and line spacing.
 - c. Use auxiliary programs such as spell check and thesaurus.
 - d. Match definitions for word processing terms.

21. Perform basic spreadsheet operations.
 - a. Perform basic spreadsheet operations such as entering alphabetic and numeric data.
 - b. Edit and print a spreadsheet.
 - c. Calculate simple totals and averages.
 - d. Plan the layout of a spreadsheet.
 - e. Match definitions for spreadsheet terms.

22. Perform basic data base operations.
 - a. Create and access data in an existing data base.
 - b. Add, change and delete data in a data base.
 - c. Create and print a report.
 - d. Match definitions for database terms.

Telephone Skills

23. Demonstrate proper telephone techniques.
 - a. Answer 5 calls using appropriate identification.
 - b. From taped telephone calls, record accurately names, telephone numbers, dates and important data on message blanks.
 - c. In simulated case situations, identify appropriate voice tone and response phrases to use over the telephone.

24. Use telephone resources.
 - a. Use a telephone directory to list the area codes of 5 Michigan residents living outside the student's area code.
 - b. Use a telephone director to list local numbers; library, fire, police and highway patrol, hospitals and school board office.
 - c. Use a telephone directory classified section to list names, addresses and telephone numbers of 2 businesses for each of 5 types of businesses.
 - d. Use a long distance time zone map to discuss most appropriate time to make out-of-state business calls.

Records Management

25. Maintain filing system.
 - a. Alphabetize personal and business names using ARMA rules.

Notetaking and Study Skills

26. Use abbreviated note taking system.
 - a. Take notes using an abbreviated note taking system.
27. Create outline.
 - a. Given a short report, create an appropriate outline of the text using proper structure for study purpose.
28. Transcribe notes.
 - a. Take notes from an oral presentation and transcribe notes into appropriate form on a computer or typewriter.
29. Develop study skills.
 - a. Define study skills.
 - b. Describe a positive study environment.
 - c. Develop a plan of action to improve their study skills.

Economics of Work

30. Evaluate products and services.
 - a. Given 5 products, make price-quality comparisons.
 - b. Read and analyze a variety of advertisements; report orally about selected samples which appear to use propaganda techniques to make deceptive or misleading statements and defend selection in written outline and an oral report.
 - c. Peruse newspapers and business magazines; read and outline current business article, orally discuss main ideas.
31. Define legal rights of agreements.
 - a. Define the rights and responsibilities of entering into legal agreements.
32. Compare economic systems.
 - a. Orally compare economic systems and write advantages and disadvantages of market and demand economic systems.
33. Describe entrepreneurial concepts.
 - a. Write a report about one topic: freedom of choice; private ownership, profit and loss, competition, risk, opportunity costs and trade off.
 - b. Define types of business ownership; proprietorship, partnership, corporation, cooperative.

Problem-Solving/Decision-Making/Critical Thinking

34. Use problem-solving skills.
 - a. Orally describe problem-solving procedures; write the six steps in order.
 - b. Write a report illustrating use of the 6-step, decision-making process for career planning; identify and define problem, do research, decide 3 possible solutions, select best solution, review decision and defend decisions.

Applied Communication

35. Develop conversational skills.
 - a. Solve a group problem using win-win practices.
 - b. Converse with another student on the Employability Development Plan.
 - c. Discuss how office politics effects your career advancement.
 - d. Discuss types of business information and events that are considered confidential.
 - e. Greet and introduce others and initiate a conversation with a classmate discussing strengths and weaknesses.
 - f. Role play talking to an angry customer.
36. Use standard pronunciation, diction, vocabulary grammar.
 - a. Give an oral presentation and discuss peer and instructor evaluation of pronunciation, diction, vocabulary, and grammar.
37. Exhibit listening skills.
 - a. Use the Good Listener checklist in the Note taking book.
 - b. Listen to a guest speaker or discuss their job and write a summary of the important facts.
38. Follow verbal instruction.
 - a. Locate an object through following verbal directions.
 - b. Construct a drawing using only verbal directions.
39. Comprehend written material.
 - a. Given a paragraph or story, answer questions about the content.
 - b. Summarize (paraphrase) story or article.
40. Write descriptive information.
 - a. Write directions from your school to your house or favorite mall.

41. Complete forms.
 - a. Complete an application form for employment, savings account; credit card; loan application; Social Security card 1040 form.
42. Compose routine correspondence.
 - a. Write a letter to a company and request information or a response. Your must receive a response to receive credit for this task.
43. Use standard grammar.
 - a. Pass a test that requires students to know such things as punctuation; spelling; sentence structure; capitalization; number usage; subject/verb agreement; pronouns. (Keyboarding and Communication Skills book)
44. Use referenced materials.
 - a. Use a dictionary, zip code directory, office style manual, thesaurus, word division book. (Business Improvement Skills Activity)
45. Compose technical information.
 - a. Write the technical steps required to perform a computer function.

SALINE AREA SCHOOLS COURSE OUTCOMES

ACCOUNTING I & II

1. Understand accounting concepts, principles, and practices.
 - a. Demonstrate how transactions effect the accounting equation.
 - b. Analyze transactions into debit and credit parts.
 - c. Journalize transactions in general and special journals.
 - d. Create a chart of accounts; open general ledger accounts; post from a journal to a general ledger.
 - e. Open and use subsidiary ledgers.
 - f. Complete a worksheet.
 - g. Prepare financial statements.
 - h. Journalize and post adjusting and closing entries.
 - i. Prepare a post-closing trial balance.
 - j. Reconcile a bank statement; endorse checks; prepare a check stub and check; journalize transactions for petty cash and checking accounts.
 - k. Journalize payroll transactions; post to ledgers.

2. Apply accounting procedures.
 - a. Analyze accounting concepts and practices.
 - b. Examine financial statements.

3. Relate accounting to careers.
 - a. Complete simulations at intervals to integrate principles studied (at least one/semester).
 - b. Become familiar with different career which can be achieved with accounting skills.
 - c. Become familiar with skills which can assist in achieving an accounting career.

4. Become familiar with accounting terminology.
 - a. Identify accounting terms.
 - b. Be able to answer questions related to accounting terms.
 - c. Apply the terms of accounting procedures.

5. Operate various computerized accounting systems.
 - a. Demonstrate accounting procedures used in an automated accounting system.
 - b. Analyze concepts and procedures for using an automated accounting system.
 - c. Be able to use accounting software.
 - d. Be able to use a computer spreadsheet to develop financial statements.

