

Standard:

3. Selects and applies the tools of technology as they relate to personal and business decision making

Benchmarks:

- Learns and demonstrates correct touch keyboarding techniques
- Locates and uses various functions of word processing software
- Uses correct touch keyboarding skills at acceptable speed and accuracy levels
- Formats various business documents (e.g., personal and business letters, reports and envelopes)
- Proofreads copy for accuracy

Standard:

1. Demonstrates interpersonal, teamwork and leadership skills necessary to function in multicultural business settings

Benchmarks:

- Demonstrates an understanding of basic business procedures

Standard:

2. Develops career awareness and related skills in order to make viable career choices and become employable in a variety of marketing and business careers

Benchmarks:

- Identifies personal and cultural factors that influence future career choices

Standard:

3. Selects and applies the tools of technology as they relate to personal and business decision making

Benchmarks:

- Knows the types of technology affecting business
- Uses spreadsheet software to plan, create and update data
- Uses database software to plan, create and update data
- Organizes, composes and edits business letters using word processing software

Standard:

8. Understands business in order to become effective buyers, users and producers of goods and services in a global economy

Benchmarks:

- Understands the historical development, trends and variety of business in the United States
- Understands the roles of consumer, worker and citizen in American society
- Understands the stock market (e.g., participates in stock market simulation)

Standard:

9. Understands the concept of economics and entrepreneurship within the frame work of a free market capitalistic economy

Benchmarks:

- Understands the differences between economic systems operating in the world today
- Develops and presents a business plan