

SUPERVISED BUSINESS EXPERIENCE

OVERVIEW

I. CAREER AWARENESS

GOAL: To select a prospective career in the field of business.

ASSESSMENT: After researching employment opportunities and successfully completing the hiring process, students will obtain a job working in an approved Supervised Business Experience Internship program. The cooperating employer and Supervised Business Experience coordinator will use an evaluation form to assess the students' performance on a job. The Supervised Business Experience coordinator will coordinate class room instruction with SBE Internship work.

OBJECTIVE:

- a. The learner will research business job openings in the Greater Kansas City area.
- b. The learner will accurately create job-seeking documents in Microsoft Word XP to develop good job-seeking techniques.
- c. The learner will explain the importance of human relation, teamwork, dependability, work attitudes, communications, personality development, and developing leadership skills to obtain and keep a job.

II. MANAGEMENT

GOAL: To understand and prepare income tax forms.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for preparing income tax forms.

OBJECTIVE:

- a. The learner will prepare income tax forms.

III. PROOFREADING

GOAL: To apply proofreading and editing skills in computer activities.

ASSESSMENT: The students' computer documents will be proofread, spell checked through computer, and print outs will be edited and revised for "mailability."

OBJECTIVE:

- a. The learner will prepare documents, proofread, run spell check on the computer, edit and revise documents for mailability.

IV. TECHNOLOGY

GOAL: To master the basic operating procedures of a microcomputer system on a network to prepare business letters, memos, reports, and office documents.

ASSESSMENT: The students' performance of keying on a computer network system will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition to prepare business letters, memos, reports, and office documents for mailability.

OBJECTIVE:

- a. The learner will format business letters, memos, reports, and office documents for mailability.
- b. The learner will create a PowerPoint presentation using graphics, clip art, pictures, scanner, sound, transitions, animation, and colors on the computer and present it orally and visually to the class.
- c. The learner will understand the significance of the telephone as a vital business communications tool for handling incoming and outgoing calls and will use it effectively and efficiently in their business activities, as well as improve their listening skills.
- d. The learner will use the touch method in adding, subtracting, multiplying, and dividing on the computer numeric keypad or electronic display printing calculator.
- e. The learner will design, enter, revise, save, and print a spreadsheet.
- f. The learner will design, enter, revise, save, and print a data base.
- g. The learner will understand how to use the Internet.
- h. The learner will file records numerically and alphabetically by name, subject, and geographic area.