Student Name: _____
ID #: _____
School: GREYHILLS ACADEMY HIGH SCHOOL
Graduation Year: _____

STUDENT ATTAINMENT COMPETENCY/COURSE RECORD

BUSINESS MANAGEMENT & ADMINISTRATIVE SERVICES - LEVEL III

Course Sequence

	BMT		BMAS I		BMAS II			LEVEL of ATTAINMENT 0 Unattained / Approaching Attainment 1 Attained 2 Exceeded 3 Mastered	DATE of ATTAINMENT (Semester or M/YY)	METHOD of ATTAINMENT 1 Written Test 2 Oral Present'n 3 Project 4 Portfolio 5 Classrm. Observ. 6 Wrkpls. Observ.	TEACHER(S)	ASSESSMENT METHOD
1.0 DEVELOP AN INDIVIDUAL CAREER PLAN												
2.0 PREPARE FOR EMPLOYMENT			X						12/02	1,2,3,4,5	Deschenie	Completing a Resume' & an Application for Employment
3.0 PARTICIPATE IN WORK-BASED LEARNING EXPERIENCES			X						12/02	3,4,5,6	Deschenie	20 Hours of Unpaid employment at Greyhills Inn
4.0 DEMONSTRATE ORAL COMMUNICATIONS SKILLS			X						12/02	2,3,4,5,6	Deschenie	Student Oral presentation, Student Employee Evaluation
5.0 DEMONSTRATE WRITTEN COMMUNICATIONS SKILLS			X						12/02	2,3,4	Deschenie	All student Projects are graded for Oral Presentation and a written write up for teacher evaluation.
6.0 EVALUATE THE ROLE OF SMALL BUSINESS IN THE ECONOMY			X						12/02	1,2,3	Deschenie	Unit Exam, Knowledge evident in Student Oral Presentations
7.0 DEMONSTRATE BUSINESS AND FINANCIAL MANAGEMENT PRACTICES NEEDED FOR ENTREPRENEURS			X						12/02	3,6	Deschenie	Night Audit Project at Greyhill Inn
8.0 EVALUATE LEADERSHIP STYLES APPROPRIATE FOR THE WORKPLACE			X						05/03	6	Deschenie	20 Hours of Unpaid employment at Greyhills Inn
9.0 PARTICIPATE IN LEADERSHIP ACTIVITIES SUCH AS THOSE SUPPORTED BY CAREER AND TECHNICAL STUDENT ORGANIZATIONS												
10.0 EXPLAIN BUSINESS FUNCTIONS WITHIN AN ORGANIZATION												
11.0 EXPLAIN BUSINESS ETHICS			X						05/03	1,3	Deschenie	Unit Exam and Oral Presentation
12.0 DISCUSS PRINCIPLES OF ECONOMIC SYSTEMS												
13.0 DISCUSS LEGAL CONCEPTS THAT APPLY TO BUSINESS			X						05/03	1	Deschenie	Economic Unit Exam
14.0 DEMONSTRATE MARKETING CONCEPTS			X						05/03	2,3	Deschenie	2 Marketing Project: Travel Arizona and Advertisements
15.0 DETERMINE PERSONAL RESPONSIBILITY AND ACCOUNTABILITY ACTIVITIES CONSISTENT WITH ESTABLISHED ORGANIZATIONAL GOALS												
16.0 DEMONSTRATE GENERAL MANAGEMENT PRACTICES												
17.0 DEMONSRATE ADMINISTRATIVE AND COMMUNICATION FUNCTIONS												
18.0 DEMONSTRATE HUMAN RESOURCE MANAGEMENT FUNCTIONS												

Total Competencies, Page 1= 0 =COUNTIFS(L3:L24,"=0")

AzTP 8/13/02

ATTACHMENT J

Student Name: _____
ID #: _____
School: _____
Graduation Year: _____

STUDENT ATTAINMENT COMPETENCY/COURSE RECORD

BUSINESS MANAGEMENT & ADMINISTRATIVE SERVICES - LEVEL III

		Course Sequence											
		SMT		SMAS I		SMAS II			LEVEL of ATTAINMENT 0 Unattained / Approaching Attainment 1 Attained 2 Exceeded 3 Mastered	DATE of ATTAINMENT (Semester or M/YY)	METHOD of ATTAINMENT 1 Written Test 2 Oral Present'n 3 Project 4 Portfolio 5 Classrm. Observ. 6 Wkplc. Observ.	TEACHER(S)	ASSESSMENT METHOD
19.0	19.0 PERFORM GENERAL OFFICE MANAGEMENT FUNCTIONS												
20.0	USE ACCOUNTING INFORMATION TO MAKE BUSINESS DECISIONS			X						04/03	12,3,5	Deschenie	Completion of an Accounting Project, Unit Test
21.0	PERFORM FINANCIAL ANALYSES TO MAKE BUSINESS DECISIONS												
22.0	USE COMPUTERIZED INFORMATION SYSTEMS AND TECHNOLOGY												

Total Competencies, Page 2=	0	=SUM(L31:L39)
Total Competencies, Page 1=	0	=SUM(L24)
Total Competencies Attained	0	=SUM(L34)
% =	0%	=PRODUCT(L39:A35)

AcTP
9/13/02