

PROGRAM EVALUATION
Business Education
Southern Boone County School District
January 12, 2009

I. Why does our school support this department?

The mission of the business education department is to prepare lifelong learners for professional fulfillment in the field of business technology and to meet the challenges of a changing society and workplace. Business instruction is organized to prepare individuals for occupations in administrative office systems, accounting and finance, management, and computer information systems.

II. What occurs within this department?

Courses which are offered in the department are:

- **Business Tech** (12th grade) year-long class
 - Explore various careers
 - Prepare for employment
 - Entrepreneurship

- **Supervised Business Education** (12th grade) year-long class
 - Students are working in a variety of businesses
 - Supervision of students occurs through:
 - onsite visits
 - telephone calls
 - paper correspondence

- **Desktop Publishing** (10th -12th grade) year-long class
 - Perform publication set-ups
 - Understand design concepts

- **Business Law** (11th-12th grade) year-long class
 - Understand the court system
 - Investigate criminal law
 - Describe trial procedures
 - Court field trip

- **Personal Finance** (10th grade) year-long class
 - Set goals for a budget and financial plan
 - Make management decisions related to business and personal use
 - Understanding of consumer rights and responsibilities

Computer Applications (9th grade) semester class

- Develop presentations
- Use of spreadsheet applications
- Use of word processing
- Mastery of concepts

▪ **Yearbook** (11th-12th grade) year long class

- Students design and publish yearbook
- PhotoShop software is used to help design the book

Course	2004-200 5	2005-200 6	2006-200 7	2007-200 8	2008-200 9
Entry Level Courses					
Personal Finance	-	-	-	112	117
Computer Applications	96	104	105	117	116
Advanced Courses					
Accounting	13	17	11		
Desktop Publishing	45	39	28	49	38
Business Law					13
Business Tech	44	47	52	52	52
Supervised Business Ed	44	47	52	52	52
Yearbook	13	20	20	28	45
General Business	49	20			
Web Design		16			

III. What data illustrate the effectiveness of the business education program?

Enrollment in courses within the Business Department seems to stay steady. The average class size seems to be 22. From data collected by the 180-day follow-up, 85% of the students go on to a four-year college and the other 15% go to a technical school or work.

IV. What has changed in the business education program since the previous review?

Class offerings have been reduced due to the addition of a state-required personal finance class. The state requires only a one-semester personal finance course, but the Southern Boone County High School's block schedule does not provide enough minutes within a single semester to meet state requirements. Accounting was dropped from schedule after the 2006-2007 school year and personal finance was added. Business law was added during the 2008-2009 school year.

V. What are new trends or best practices in the business education area?

The trend for a business department is to offer courses such as introduction to business, accounting, web page development, and multimedia classes. If we were to teach accounting, multimedia, and a web class, we would be able to have an articulation agreement with

colleges. These classes are requirements for vocational status. When students enter college, many of the degree programs require accounting and some type of computer class. This will give our students a head start in their college career or work experience. We all know the world of technology is important and is a rising and growing industry.

VI. What are the strengths of the business department in our district?

One of the strengths of the business department is the staff. Both instructors are eager learners and want to make the business department one that all students want to be in. We want to make this program successful. We have a great start, but we need to add many of the new classes mentioned above to have a well-rounded curriculum.

VII. What next steps would better serve our students?

In order to better serve our students, we need to offer more upper-level classes to increase the rigor in the business department. Based on trends and our goals for our program, we feel strongly that we need to offer more classes to increase interest in the program and to offer a variety of courses geared towards the demands of today’s market. Skills need to be competitive in the everyday field of business and technology. In order to meet this need, we suggest:

- Eliminating computer science and have this be offered in the lower grades as a special
- Having personal finance be offered in another area since this takes up most of our hours
- Offering one section of yearbook
- Increasing staff

Class name	How many sections	Average number of students per class
Business Tech	2	22
Business Law	1	13
Computer Science	3 per semester	21
Desktop Publishing	2	19
Personal Finance	5	22
Yearbook	2	20

***During the 2009/2010 school year, FBLA will be responsible for hosting districts. In order for this to be successful, we need one full day to host. Districts are in February, so our thought would be to hold district on the day we have PD and make this a full day. We would need to use the high school facilities to host all day.