Student Name	Student ID	Course-Section

Term:	Date:	Assessment Type:
		Introductory [ ] Developing [ ] Mastery [ ]

Software & Business Accounting - Basic Business Procedures

The Software & Business Accounting student will demonstrate competency in ing basic business procedures.

Activities	Beginning	Developing	Competent	Accomplished
Assessment Measure	**Research the U.S. Gross Domestic Product and compare it against two other countries.**			
	Student could not complete required research to adequately explain and demonstrate economic growth.	Student had some research skills required to adequately explain and demonstrate economic growth.	Student had sufficient research skills in order to adequately explain and demonstrate economic growth.	Student had proficient research skills in order to skillfully explain and demonstrate economic growth.
Assessment Measure	**Create a business letter.**			
	Student could not create the letter.	Student could not apply required formatting for business letter.	Student could create the basic business letter with proper formatting.	Student created a skillfully designed and formatted business letter.

_____
Instructor/Assessor