#### **CFISD**

# Practicum in Business Management I Scope and Sequence

#### **Course Description:**

This course allows students to apply business concepts and principles in the classroom and the workplace. In the classroom portion of the course, students will gain a working knowledge of office-related skills such as resume writing, communication, ethics, office technology (Microsoft Office) and other skills and knowledge essential to efficient and productive business operations. Students will also receive industry-recognized training designed to make them more marketable and desirable in the workplace. Students are required to work 15 hours per week at an approved training site and must be employed at that site within 15 school days after enrollment in the course. (3 credits)

- Grades 11-12
- Required Prerequisites: At least one credit in Business, Marketing, and Finance cluster, <u>and</u> age 16 with reliable transportation.
- Lab supplies or fee may be required.
- Assessment for verification of industry-recognized training is available for a fee.

#### **TEKS**:

Cluster: Business Management & Administration

**Programs of Study:** Accounting & Financial Services, Business Management and Entrepreneurship **Endorsement:** Business and Industry

- Meets advanced course requirement (Y/N): Y
- Meets foundation requirement for math, science, fine arts, English (Y/N-area): N

**Industry Certifications/Credentials**: OSHA 10 – Hour Card (Optional), MOS Certification (Word, Excel, PPT & Access)

Instructional Topics: College and Career Readiness Emphasis	
<ul> <li>Resumes, Applications &amp; Interviews (mock interviewing)</li> </ul>	
Letters: Cover, follow-up and thank you	1 <sup>st</sup>
Career Exploration	Grading
Employment: Salaries, Benefits, W-4, Policies & Procedures	Period
Professional Standards	
Interpersonal Skills	
Professional Communication	
Digital Citizenship	
• Leadership	
EXCEL PERSONAL PORTFOLIO	
Manage Worksheets and Workbooks	2 <sup>nd</sup>
Manage Data Cells and Ranges	Grading
Manage Tables and Table Data	Period

### Revised, Fall 2021

•	Perform Operations by Using Formulas and Functions	
•	Manage Charts	
EXCE	L EXPERT CERTIFICATION PREP	
WO	RD EXPERT	
	Manage Documents in Real Time	3 <sup>rd</sup>
•	Insert and Format Text, Paragraphs and Sections	Grading
•	Manage Tables and Lists	Period
•	Create and Manage References	
•	Insert and Format Graphic Elements	
•	Manage Document Collaborations	
CER	TIFICATION PREP	
PERS	ONAL PRESENTATION PORTFOLIO	
•	Management Presentations	<b>4</b> <sup>th</sup>
•	Managing Slides	Grading
•	Insert and Format Text,	Period
•	Insert and Format Text, Shapes, and Images	
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## **Primary Instructional Resource:**

Microsoft Office 2019, Post Advanced, ISBN 9781285166391Certiport.com 7 HABITS OF HIGHLY EFFECTIVE TEENS by Sean Covey