

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, and 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)

<p>Instructional Topics: <i>College and Career Readiness Emphasis</i></p> <ul style="list-style-type: none"> • Resumes, Applications & Interviews (mock interviewing) • Letters: Cover, follow-up and thank you • Career Exploration • Employment: Salaries, Benefits, W-4, Policies & Procedures • Professional Standards • Interpersonal Skills • Professional Communication • Digital Citizenship • Leadership 	<p>1st Grading Period</p>
<p>EXCEL PERSONAL PORTFOLIO</p> <ul style="list-style-type: none"> • Manage Worksheets and Workbooks • Manage Data Cells and Ranges • Manage Tables and Table Data 	<p>2nd Grading Period</p>

