

Business Management

Business

Grade(s) 11th - 12th, Duration 1 Year, 1 Credit
Elective Course

Course Overview

The students will be equipped to develop qualities, knowledge and skills necessary to further business training in college and for employment in business careers. Students will be prepared for a competitive job market.

Scope And Sequence		
Timeframe	Unit	Instructional Topics
1 Month(s)	Develop Career Management Strategies_Copy	1. See initial topic for full unit.
2 Week(s)	Workplace Behaviors_Copy	1. Affective Behaviors in the Workplace 2. Understand Teamwork and student organizations 3. Professional Appearance

Course Details

Unit: Develop Career Management Strategies_Copy

Duration: 1 Month(s)

Unit Description

Develop career management strategies by examining workplace practices, structures, rights and responsibilities and implementing these by being involved in student and professional organizations.

Enduring Understandings (Knowledge & Skills)

1. What are strategies for managing conflict within a work team?
2. Why are both good business practices and ethical behavior essential to succeed in business?
3. What professional organizations are available to provide accurate information in answering questions regarding different areas of business?

Academic Vocabulary

Career Management, Workplace Practices, Structures, Rights and Responsibilities, Student and professional organizations, Conflict, Work Team, Business Practices, Ethical Behavior, Professional Organization, Ethical, Unethical, Legal, Illegal, Organization Structure, Chain of Command, OSHA, FMLA, FLSA, ADA, Sexual Harrassment, Discrimination, Contracts

Summative Assessment

Internet access; Microsoft Word, Excel, PowerPoint, and Access

Materials and Resources (optional)


Observer/Participate in a Mock Business Meeting
View a video on business law and ethics and summarize the obseervations
Read a website and answer questions about the information and summarize the main points

Topic: See initial topic for full unit.

Duration: 1 Month(s)

Learning Targets

Compare and contrast ethical, unethical, legal, and illegal business practices

Learning Targets linked to Priority Standard = 

Unit: Workplace Behaviors_Copy

Duration: 2 Week(s)

Unit Description


This unit will involve the study of proper workplace behaviors and interpersonal skills within a business setting. The use of role play will constitute a major part of this unit. Upon completion of this unit, students will be able to interact effectively with others; work effectively in teams; demonstrate positive behavior when given direction and criticism; demonstrate proper professional appearance; exhibit positive attitude, initiative, punctuality, responsibility, and dependability; and demonstrate proper business etiquette.

Topic: Affective Behaviors in the Workplace

Duration: 1 Week(s)

Learning Targets

Students will be able to name affective behaviors that are important in the workplace and describe the different groups that workers deal with in the workplace.


Learning Targets linked to Priority Standard = 

Topic: Understand Teamwork and student organizations

Duration: Ongoing

Learning Targets

Students will be able to apply important aspects of being an effective team player in a group setting.
Students will identify and demonstrate proper workplace behaviors and interpersonal skills when completing activities and assignments throughout the term.

Learning Targets linked to Priority Standard = 

Topic: Professional Appearance

Duration: 2 Day(s)

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Learning Targets

Students will be able to explain how professional appearance can affect one in the workplace setting.

Learning Targets linked to Priority Standard = 