# Scope & Sequence

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| Course Name: Business Lab/Business Information Management I **PEIMS Code:** 13011410 Course Name: Business Lab/Business Information Management II **PEIMS Code:** 13011510 | | | **Course Credit:** 2.0  **Course Requirements:** Grade Placement 9-12.  **Prerequisites:** None.  **Corequisites:** Business Information Management I/Business Information Management II. |
| **Course Description:** Business Lab is designed to provide students an opportunity to further enhance skills of previously studied knowledge and skills and may be used as an extension of Business Information Management I or Business Information Management II; it is a recommended corequisite course, and may not be offered as a stand-alone course. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies. Students develop a foundation in the economic, financial, technological, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs. Students enhance reading, writing, computing, communication, and reasoning skills and apply them to the business environment. Students incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions. | | | |
| **NOTE:** This is a suggested scope and sequence for the course content. This content will work with any textbook or instructional materials. If locally adapted, make sure all TEKS are covered. | | | |
| **Total Number of Periods**  **Total Number of Minutes**  **Total Number of Hours** | 175 Periods  7,875 Minutes  131.25 Hours\* | \*Schedule calculations based on 175/180 calendar days. For 0.5 credit courses, schedule is calculated out of 88/90 days. Scope and sequence allows additional time for guest speakers, student presentations, field trips, remediation, extended learning activities, etc. | |
| **Unit Number, Title, and Brief Description** | **# of Class Periods\***  (assumes 45-minute periods)  Total minutes per unit | **TEKS Covered**  **130.138. (c) Knowledge and skills** | |
| **Unit 1: Professional Standards and Communication Skills**  This lab course provides an enhancement opportunity for students to develop additional skills necessary to pursue industry certification and is taken concurrently with a corequisite course from the Business Management and Administration Career Cluster. This course is not a stand-alone course. Classroom activities and allotted course time should be modified/adjusted to allow students sufficient time to master the content of both courses.  Students will begin the lab course by reviewing and discussing effective communication, and collaboration skills, teamwork, professionalism, and the importance of demonstrating a positive, productive work ethic. Students will demonstrate these skills and attributes by creating and/or participating in diverse classroom and workplace vignettes/scenarios that highlight effective communication, active listening skills, professionalism, collaboration, and teamwork. Students will discuss successful methods of time management and task completion in small groups and/or in other classroom activities. As a culminating activity for the unit, student teams will discuss, describe, and/or present summaries of effective communication and collaboration skills, teamwork, time management skills, and instructor expectations regarding classroom rules, schedules, and task completion. | 10 periods  450 minutes | (1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:  (A) communicate effectively with others using oral and written skills;  (B) demonstrate collaboration skills through teamwork;  (C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace;  (D) demonstrate a positive, productive work ethic by performing assigned tasks as directed;  (E) comply with all applicable rules, laws, and regulations; and  (F) demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results. | |
| **Unit 2: Corequisite and Lab Courses**  Students will continue to develop a foundation in the economic, financial, technological, international, social, and ethical aspects of business with classroom activities aligned with their corequisite course assignments. Students will participate in classroom/lab activities and discussions regarding corequisite and lab course requirements and skills, and discuss planning, timelines, strategies, and necessary procedures for successful task/assignment completion by the end of the course. Students will also discuss the importance of the efficient use of time, task prioritization, and strategies for increasing relevant skill sets in lab activities and assignments. Students will continue to develop and implement personal and interpersonal skills as they participate in classroom/lab activities and tasks. | 10 periods  450 minutes | (1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:  (A) communicate effectively with others using oral and written skills; and  (F) demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results.  (2) The student develops an elevated aptitude for the essential skills listed for the recommended corequisite course(s). The student is expected to:  (A) demonstrate deeper understanding of related course requirements. | |
| **Unit 3: Academic Skills**  Students will enhance reading, writing, computing, communication, and reasoning skills and apply them to business environments in classroom activities related to corequisite course assignments and/or essential skill mastery. Students will also use appropriate technology and/or assigned materials to research emerging technologies and discuss how emerging technologies will affect careers and future occupational tasks in business. | 70 periods  3150 minutes | (1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:  (A) communicate effectively with others using oral and written skills; and  (D) demonstrate a positive, productive work ethic by performing assigned tasks as directed.  (2) The student develops an elevated aptitude for the essential skills listed for the recommended corequisite course(s). The student is expected to:  (A) demonstrate deeper understanding of related course requirements;  (B) develop mastery of hands-on skills at an industry accepted standard; and  (C) exhibit progress toward achieving industry recognized documentation of specific expertise in a business field or skill. | |
| **Unit 4: Industry Standards, Skills, and Credentialing Requirements**  Students will learn and/or review technology and technical skills necessary for meeting business-related industry standards, certifications, and licensing requirements as well as for successful course completion. Students will demonstrate time management skills by developing specific plans for meeting skill requirements and pursuing relevant credentialing. Students will continue to develop, master, and apply essential skills in business applications, assignments, and/or workplace/occupational task scenarios and assignments throughout the course. | 75 periods  3375 minutes | (1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:  (A) communicate effectively with others using oral and written skills;  (B) demonstrate collaboration skills through teamwork;  (C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace;  (D) demonstrate a positive, productive work ethic by performing assigned tasks as directed;  (E) comply with all applicable rules, laws, and regulations;  (F) demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results; and  (G) pursue appropriate licensing, certification, and/or credentialing requirements relevant to the business field.  (2) The student develops an elevated aptitude for the essential skills listed for the recommended corequisite course(s). The student is expected to:  (B) develop mastery of hands-on skills at an industry accepted standard; and  (C) exhibit progress toward achieving industry recognized documentation of specific expertise in a business field or skill. | |
| **Unit 5: Career Development and Leadership Skills**  Students will research, explore, and discuss examples and benefits of Career and Technical Student Organizations CTSO and/or other extracurricular student activities. Students will then prepare and effectively present brief oral and/or written reports on a CTSO or other extracurricular organization they are willing to join or are already participating in. Students will demonstrate professionalism and effective communication skills in their discussions and presentations. Students will also discuss their progress toward achieving industry recognized documentation of specific expertise in a business field or skill and self-evaluate their mastery of hands-on skills. | 10 periods  450 minutes | (1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:  (A) communicate effectively with others using oral and written skills; and  (C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace.  (2) The student develops an elevated aptitude for the essential skills listed for the recommended corequisite course(s). The student is expected to:  (B) develop mastery of hands-on skills at an industry accepted standard; and  (C) exhibit progress toward achieving industry recognized documentation of specific expertise in a business field or skill. | |