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| **TEXAS CTE LESSON PLAN**[www.txcte.org](http://www.txcte.org) |
| **Lesson Identification and TEKS Addressed** |
| **Career Cluster** | Business Management and Administration |
| **Course Name** | Practicum in Business Management |
| **Lesson/Unit Title** | General Housekeeping: Forms in Business |
| **TEKS Student Expectations** | 130.143. (c) Knowledge and Skills(1) The student demonstrates professional standards/ employability skills required by business and industry. The student is expected to:(E) comply with all applicable rules, laws, and regulations.(3) The student demonstrates professional standards as required by business and industry. The student is expected to:(A) adhere to policies and procedures; and(B) demonstrate positive work behaviors and attitudes, including punctuality, time-management, initiative, and cooperation |
| **Basic Direct Teach Lesson**(Includes Special Education Modifications/Accommodations and one English Language Proficiency Standards (ELPS) Strategy) |
| **Instructional Objectives** | Upon completion of this lesson, each student will demonstrate characteristics necessary to be a successful student in the Business Management and Administration program.* Students will identify the critical rules of program operation.
* Students will explain the procedures for reporting an absence from school/work.
* Students will learn the policies and procedures of the Business Management and Administration program.
* Students will obtain the necessary signatures on required forms.
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| **Rationale** | Guide students to be successful, as self-directed learners, in a Business Practicum externship setting  |
| **Duration of Lesson** | This lesson should take five class days to complete. |
| **Word Wall/Key Vocabulary***(ELPS c1a, c, f; c2b; c3a, b, d; c4c; c5b) PDAS II (5)* |  |
| **Materials/Specialized Equipment Needed** | **Preparation*** If possible, display each form on projector screen
* Copy the handout sheets and rubric for the students
* Have materials ready prior to the start of the lesson.

SUGGESTION: make folder packets for each student ahead of time. Have students write their names on the folder; the folder becomes part of the year’s permanent record files for that school year.**Instructional Aids*** Student handouts

**Materials Needed*** Copies of all forms

**Equipment Needed*** Teacher computer
* Projector for student presentations
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| **Anticipatory Set**(May include pre-assessment for prior knowledge) | **Business Management and Administration Practicum Syllabus**Welcome to the dynamic world of Business Management and Administration! You have been selected from many applicants to experience a fun and rewarding year. It is my intent for you to learn a great deal about the world of work as you learn about yourself.This course consists of the following topics:Training Station OrientationThe History of Office ManagementCareer PathwaysO\*Net/Career ExplorationWord ProcessingProfessional DemeanorHuman RelationsGeneral Personal ManagementRisk ManagementEthicsProfessional CommunicationsCritical Thinking/Work FlowAdvanced Technical Skills ProjectManagement/InterpersonalGeneral Project ManagementBanking/Financial MathMath in Business and RetailLeadershipAdvanced Leadership**Supplemental Lessons**Goin’ GlobalScholarshipsCreating a PortfolioHistory of Business in RetailAs you can see, we will cover a lot of ground this year. Please take this suggestion seriously: Read the Textbook. There will be a lot of information given and discussed in class that is not in the text; however, you are still accountable for reading assigned chapters. Students entered in Business Management and Administration competition are more successful due to reading the material in the text. |
| **Direct Instruction \*** | * Explain each form in detail and check for understanding.
* Tell the class that all forms must be returned with appropriate signatures by the end of the first week of class.
* Obviously, if a student has not secured employment by the first day of school, that student will not be able to fill out the Training Plan form; however, make sure they fill in everything except the employment information. (They will need to do this once they are employed.)

*Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*NONE |
| **Guided Practice \*** | * The teacher will go over each form individually and thoroughly. It is extremely important that all students understand what is required of them in order to be in the program.
* Set a deadline (usually the end of the first week of school) for all forms to be returned with signatures.
* Keep in mind that during the first few days of classes, students will leave or enter your program.
* keep up with all paperwork and will need to see that the new students receive all documents.

*Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*NONE |
| **Independent Practice/Laboratory Experience/Differentiated Activities \*** | Students will accurately complete all forms for Business Practicum course and return to teacher by the end of the first week of school. *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*NONE |
| **Lesson Closure** | * Why is it important to follow all rules of the program?
* Why do students have to secure permission before they quit their job?
* What happens to a student who is fired from his/her job?
* What is the policy on theft?

*Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*NONE |
| **Summative / End of Lesson Assessment \*** | **Informal Assessment**Incentive for turning in all forms before the deadline.**Formal Assessment**Daily grade or test grade on the deadlineYour grade will consist of the following: weekly work reports, dependability grades (see Dependability sheet)*Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*None |
| **References/Resources/****Teacher Preparation** |  |
| **Additional Required Components** |
| **English Language Proficiency Standards (ELPS) Strategies** |  |
| **College and Career Readiness Connection[[1]](#footnote-1)** |  |
| **Recommended Strategies** |
| **Reading Strategies** |  |
| **Quotes** |  |
| **Multimedia/Visual Strategy****Presentation Slides + One Additional Technology Connection** |  |
| **Graphic Organizers/Handout** |  |
| **Writing Strategies****Journal Entries + 1 Additional Writing Strategy** |  |
| **Communication****90 Second Speech Topics** |  |
| **Other Essential Lesson Components** |
| **Enrichment Activity**(e.g., homework assignment) |  |
| **Family/Community Connection** |  |
| **CTSO connection(s)** | Business Professionals of AmericaFuture Business Leaders of America |
| **Service Learning Projects** |  |
| **Lesson Notes** | Please see additional handouts  |

1. Visit the Texas College and Career Readiness Standards at <http://www.thecb.state.tx.us/collegereadiness/CRS.pdf>, Texas Higher Education Coordinating Board (THECB), 2009. [↑](#footnote-ref-1)