

**CCSD CAREER AND TECHNICAL EDUCATION
STANDARDS AND BENCHMARKS
BUSINESS EDUCATION**

Scope and Sequence of Objectives (CTE/BUS, CS.E, B.1)
Revised 2010

Business Standard (Employability): Students will learn and apply the principles of employability and good work habits.

Benchmark 1: Identify career paths and apply the required knowledge, skills and practices.

Computer and Information Technology	Computer Applications I	Computer Applications II
1. Create a business environment that includes application of employability skills.		

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Bus. Consumer Law	Bus. Princ. & Mgmt.	Business Records

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Acct I	Acct II

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Introduction to Business	MOC
1. Create a job application, resume, thank you letter and simulate a mock interview.	1. Complete forms associated with job seeking skills, including filling out job application forms, listing references, and resume preparation.
	2. Create a resume and cover letter.

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Marketing	Advertising and Sales	Entrepreneurship	Excel
1. Identify concepts and strategies needed for career exploration.	1. Explore career opportunities in sales/advertising		
	2. Develop basic attributes of retail selling including: effective speaking and listening skills, understanding of retail selling.		

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Computer Programming	Computer Languages	Computer Presentations & Publications