

# FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT



## Business Applications

<b>Board Approval Date: June 17, 2021</b>	<b>Course Length: 1 Semester</b>
<b>Grading: A-F</b>	<b>Credits: 5 Credits per Semester</b>
<b>Proposed Grade Level(s): 9th - 12th</b>	<b>Subject Area: Elective Elective Area (if applicable): Career Technical Education</b>
<b>Prerequisite(s):</b>	<b>Corequisite(s):</b>
<b>CTE Sector/Pathway: Marketing, Sales &amp; Service/Multiple Pathways</b>	
<b>Intent to Pursue 'A-G' College Prep Status: Yes</b>	
<b>A-G Course Identifier: (g) Elective</b>	
<b>Graduation Requirement: No</b>	
<b>Course Intent: District Course Program (if applicable):</b>	
<p>The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender identity or gender expression, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For concerns/questions or complaints, contact the <b>Title IX Coordinator(s) and Equity Compliance Officer(s): Curtis Wilson, <a href="mailto:cmwilson@fcusd.org">cmwilson@fcusd.org</a> (grades K-5) and Jim Huber, Ed. D., <a href="mailto:jhuber@fcusd.org">jhuber@fcusd.org</a> (grades 6-12), 1965 Birkmont Drive, Rancho Cordova, CA 96742, 916-294-9000 ext.104625</b></p>	

### COURSE DESCRIPTION: (Online Course)

**This course allows students to explore careers in business while learning skills applicable to any professional setting. Through a series of hands-on activities, students will create, analyze, and critique reports, letters, project plans, presentations, and other professional communications. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities that are of interest to them.**

**DETAILED UNITS OF INSTRUCTION:**

Unit Number/Title	Unit Essential Questions	Examples of Formative Assessments	Examples of Summative Assessment
<b>1. Understanding Business Careers</b>	What is the Culture of Business? How can I Succeed at Work? What are Business Careers?	*Students will analyze organizational structures and identify ways to build a positive business culture *Students will explore career options in the insurance field	*Unit Test
<b>2. Communicating Through Letters and Email</b>	How do I communicate effectively through letters and emails? How do I write Business Letters? How do I use email?	*Students will draft a business letter based on a scenario *Students will write email messages in response to a business scenario	*Unit Test
<b>3. Communicating Through Formal Business Documents</b>	What are formal business documents? How do I write formal business documents? How do I research formal business documents? How do I add art and visual support to formal business documents?	*Students will use a template to create a formal business document *Students will determine the effectiveness and appropriateness of visuals in business documents	*Unit Test
<b>4. Communicating Through Presentations</b>	How do I use presentation software? How do I create a presentation? How do I deliver a professional presentation?	*Students will analyze the effectiveness of presentations. *Students will create and present a slide presentation.	*Unit Test
<b>5. Managing Projects</b>	How do I plan and organize a business project? How do I manage and measure a business project? How do I monitor project information?	*Students will draft a project plan and analyze a business project scenario *Students will evaluate the effectiveness of a fictional team that has completed a project	*Unit Test

**ESSENTIAL STANDARDS:**

<https://www.cde.ca.gov/ci/ct/sf/documents/bizfinance.pdf>

**RELEVANT STANDARDS AND FRAMEWORKS, CONTENT/PROGRAM SPECIFIC STANDARDS:**

**Link to Common Core Standards (if applicable):**

Educational standards describe what students should know and be able to do in each subject in each grade. In California, the State Board of Education decides on the standards for all students, from kindergarten through high school.

<https://www.cde.ca.gov/be/st/ss/documents/finalelaccsstandards.pdf>

**Link to Framework (if applicable):**

Curriculum frameworks provide guidance for implementing the content standards adopted by the State Board of Education (SBE). Frameworks are developed by the Instructional Quality Commission, formerly known as the Curriculum Development and Supplemental Materials Commission, which also reviews and recommends textbooks and other instructional materials to be adopted by the SBE.

**Link to Subject Area Content Standards (if applicable):**

Content standards were designed to encourage the highest achievement of every student, by defining the knowledge, concepts, and skills that students should acquire at each grade level.

<https://www.cde.ca.gov/ci/ct/sf/documents/ctescrpflyer.pdf>

<https://www.cde.ca.gov/ci/ct/sf/documents/bizfinance.pdf>

**Link to Program Content Area Standards (if applicable):**

Program Content Area Standards apply to programs such as International Baccalaureate, Advanced Placement, Career and Technical Education, etc.

**TEXTBOOKS AND RESOURCE MATERIALS:**

**Textbooks**

Board Approved	Pilot Completion Date (If applicable)	Textbook Title	Author(s)	Publisher	Edition	Date
Y		<i>APEX: Business Applications</i>		Apex Online Courses		2019

**Other Resource Materials**

N/A

**Supplemental Materials**

Board Approved Supplemental Materials (Including but not limited to: Film Clips, Digital Resources, Supplemental texts, DVDs, Programs (Pebble Creek, DBQ, etc.):

N/A