



SCHOOL DISTRICT OF MONROE

Preparing for the Future, One Child at a Time

Business Intern - Office

Course Description:

The curriculum for this elective course is developed from the [Wisconsin Standards for Business and Information Technology](#). Students will be exposed to and practice introductory skills related to: selling, advertising, communication, business documents, and financial records. Grades are determined by measurable employability skills. The information in this course overview outlines what students should understand and be able to do by the end of the trimester.

Mastery Standards:

Implement leadership skills to accomplish team goals and objectives. (LE1.a)

Employ teamwork skills to achieve collective goals and use team members/talents effectively. (LE1.b)

Students will communicate in a clear, concise, accurate and courteous manner on personal and professional levels. (BIT.BC1)

Demonstrate appropriate etiquette when using a two-way communication device. (BIT.BC3.b)

Students will listen discriminately and respond appropriately to oral communication. (BIT.BC6)

Unit	Description of Unit and Learning Targets
<p>Unit Title: Communication</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> Why do I have to effectively communicate with others? 	<p>Students will.....</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> Successfully maintain professional relationships with members of the business community.
<p>Unit Title: Appropriate Social Behavior</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> Why do I have to demonstrate appropriate behaviors when interacting with others? 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> Monitor their behavior for appropriateness using self-awareness, self-control and self-advocacy skills.
<p>Unit Title: Goal-setting</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> Why is it important to set goals? How can implementing a plan help to reach your goals? 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> Collaborate to set a sales goal. Collaborate to decide who is responsible for what tasks.