



Anthony High School

CTE Courses Syllabi

Teacher: Mayte Brakhage

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Anthony High School

Teacher: Mayte Brakhage

Subject: Business Management

First Semester

1st Nine Weeks

Unit 1. **Business Characteristics (5 days)**

TEKS: 5.E.i; 5.F.i; 5.G.i; 5.H.i; 6.A.i; 6.B.i; 7.I.i; 7.Q.i

Unit 2. **Organizational Structures (4 days)**

TEKS: 2.C.i; 2.J.i; 2.J.ii; 4.A.i; 4.C.i; 4.J.i

Unit 3. **Business and Management Concepts (6 days)**

TEKS 2.A.i; 2.B.i; 2.B.v; 2.I.i; 3.A.i; 3.B.i; 3.I.i; 7.F.i; 7.F.ii; 7.H.i; 7.H.ii; 7.J.i; 7.K.i; 7.L.i; 7.L.ii; 7.M.i; 7.M.ii

Unit 4. **Management Functions (5 days) Workplace Issues (4 days)**

TEKS: 2.A.i; 2.B.i; 2.B.ii; 2.B.iii; 2
4.H.i; 5.B.i; 5.D.i; 6.N.i

2nd Nine Weeks

Unit 5. **Successful Business Operations (4 days)**

TEKS 2.A.i; 2.D.i; 3.F.i; 5.E.i; 5.F.i; 5.G.i; 5.I.i; 5.J.i; 5.K.i; 5.M.i; 5.M.ii; 6.A.i; 6.D.i; 6.E.i; 6.K.i; 6.M.i; 6.O.i; 7.O.i; 7.P.i

Unit 6. **Ethics in Business (9 days)**

TEKS: 1.E.i; 1.E.ii; 1.E.iii; 2.G.i; 2.H.i; 2.I.i; 2.K.i; 2.K.ii; 5.A.i

Unit 7. **Leadership Styles (5 days)**

TEKS: 6.F.i; 6.G.i; 6.H.i; 6.I.i; 6.I.ii; 6.I.iii; 6.J.i; 6.O.i; 8.D.i

Second Semester

3rd Nine Weeks

Unit 8: Managing People (4 days)

TEKS: 2.D.i; 3.A.i; 3.B.i; 4.D.i; 4.E.i; 4.F.i; 4.F.ii; 4.F.iii; 4.F.iv; 4.F.v; 4.F.vi; 4.J.i;

6.A.i; 6.E.ii; 6.L.i; 6.O.i; 7.F.i; 7.F.ii; 7.N.i

Unit 9 : Teamwork and Collaboration (5days)

TEKS: 1.B.i; 4.I.i; 4.I.ii; 7.E.ii; 8.B.i; 8.B.ii; 8.B.iii; 8.B.iv; 8.B.v; 8.B.vi; 8.C.i; 8.C.ii;

Unit 10: Planning and Development (5 days)

TEKS: 7.C.i; 7.G.i

4th Nine Weeks

Unit 11. Inventory Management (5days)

TEKS: 7.R.i

Unit 12 Societal Impacts on Careers (8 days)

TEKS: 2.E.i; 2.E.ii

Unit 13. Jobs Careers and Education (10 days)

TEKS: 8.A.ii

Unit 14. Skills of the Real World (13 days)

TEKS: 1.B.i; 1.C.i; 1.C.ii; 1.D.i; 4.I.i; 4.I.ii; 5.A.i; 8.B.i; 8.B.ii; 8.B.iii; 8.B.iv; 8.B.v;

8.B.vi; 8.C.i; 8.C.ii; 8.C.iii; 8.C.iv; 8.C.v; 8.C.vi



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First Semester

1st Nine Weeks

Unit 1. **Workplace Technology (6 days)**

TEKS: 2.A.i; 2.A.ii; 2.B.i; 2.B.ii; 2.B.iii; 2.B.iv; 2.C.i; 3.A.i; 3.A.ii; 3.B.i; 3.B.ii; 4.A.i; 4.A.ii; 6.I.i; 6.I.ii; 6.I.iii; 11.D.i; 11.D.ii; 11.D.iii; 12.F.i; 12.F.ii; 12.F.iii; 12.F.iv; 14.A.i

Unit 2. **Internet Basics (10 days)**

TEKS: Icev Exclusive

Unit 3. **Microsoft Word Advanced (42 days)**

TEKS: 3.B.i; 3.B.ii; 3.C.i; 3.C.ii; 3.C.iii; 3.C.iv; 4.B.i; 4.B.ii

Unit 4. **Microsoft Word Advanced (con't)**

TEKS: 3.B.i; 3.B.ii; 3.C.i; 3.C.ii; 3.C.iii; 3.C.iv; 4.B.i; 4.B.ii

2nd Nine Weeks

Unit 5. **Microsoft Word Advanced (con't)**

TEKS: 3.B.i; 3.B.ii; 3.C.i; 3.C.ii; 3.C.iii; 3.C.iv; 4.B.i; 4.B.ii

Unit 6. **Microsoft Word Advanced (con't)**

TEKS: 3.B.i; 3.B.ii; 3.C.i; 3.C.ii; 3.C.iii; 3.C.iv; 4.B.i; 4.B.ii

Unit 7. **PowerPoint Advanced (30 days)**

TEKS: 4.A.i; 4.A.ii; 4.B.i; 4.B.ii; 5.F.i

Second Semester

3rd Nine Weeks

Unit 8: PowerPoint Advanced (con't)

TEKS: : 4.A.i; 4.A.ii; 4.B.i; 4.B.ii; 5.F.i

Unit 9 : Microsoft Excel Advanced (30 days)

TEKS: 4.A.i; 4.A.ii; 4.B.i; 4.B.ii; 7.A.i; 7.A.ii; 7.B.i; 7.B.ii

Unit 10: Microsoft Excel Advanced (con't)

TEKS: 4.A.i; 4.A.ii; 4.B.i; 4.B.ii; 7.A.i; 7.A.ii; 7.B.i; 7.B.ii

4th Nine Weeks

Unit 11. Career Preparation

TEKS: 11.A.i; 11.A.ii; 11.A.iii; 11.A.iv; 11.A.v; 11.B.i; 11.B.ii; 11.C.i; 11.C.ii; 11.C.iii;
14.A.i

Unit 12 Microsoft Excel (con't)

TEKS: 11.A.i; 11.A.ii; 11.A.iii; 11.A.iv; 11.A.v; 11.B.i; 11.B.ii; 11.C.i; 11.C.ii; 11.C.iii;
14.A.i

Unit 13. Access/Publisher (5 days)

TEKS: 10.A.i; 10.B.i; 10.C.i; 10.D.i

Unit 14. Career Preparation (20 days)

TEKS: 1.D.i; 1.F.i; 1.F.ii; 1.F.iii; 1.F.iv; 1.F.v 1.A.i; 1.B.i; 1.C.i; 1.C.ii; 1.D.i; 1.F.i; 1.F.ii;
1.F.iii; 1.F.iv; 1.F.v



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First Semester

1st Nine Weeks

Unit 1. **Business Characteristics (5 days)**

TEKS: 5.E.i; 5.F.i; 5.G.i; 5.H.i; 6.A.i; 6.B.i; 7.I.i; 7.Q.i

Unit 2. **Organizational Structures (4 days)**

TEKS: 2.C.i; 2.J.i; 2.J.ii; 4.A.i; 4.C.i; 4.J.i

Unit 3. **Business and Management Concepts (6 days)**

TEKS 2.A.i; 2.B.i; 2.B.v; 2.I.i; 3.A.i; 3.B.i; 3.I.i; 7.F.i; 7.F.ii; 7.H.i; 7.H.ii; 7.J.i; 7.K.i; 7.L.i; 7.L.ii; 7.M.i; 7.M.ii

Unit 4. **Management Functions (5 days) Workplace Issues (4 days)**

TEKS: 2.A.i; 2.B.i; 2.B.ii; 2.B.iii; 2
4.H.i; 5.B.i; 5.D.i; 6.N.i

2nd Nine Weeks

Unit 5. **Successful Business Operations (4 days)**

TEKS 2.A.i; 2.D.i; 3.F.i; 5.E.i; 5.F.i; 5.G.i; 5.I.i; 5.J.i; 5.K.i; 5.M.i; 5.M.ii; 6.A.i; 6.D.i; 6.E.i; 6.K.i; 6.M.i; 6.O.i; 7.O.i; 7.P.i

Unit 6. **Ethics in Business (9 days)**

TEKS: 1.E.i; 1.E.ii; 1.E.iii; 2.G.i; 2.H.i; 2.I.i; 2.K.i; 2.K.ii; 5.A.i

Unit 7. **Leadership Styles (5 days)**

TEKS: 6.F.i; 6.G.i; 6.H.i; 6.I.i; 6.I.ii; 6.I.iii; 6.J.i; 6.O.i; 8.D.i

Second Semester

3rd Nine Weeks

Unit 8: Managing People (4 days)

TEKS: 2.D.i; 3.A.i; 3.B.i; 4.D.i; 4.E.i; 4.F.i; 4.F.ii; 4.F.iii; 4.F.iv; 4.F.v; 4.F.vi; 4.J.i;

6.A.i; 6.E.ii; 6.L.i; 6.O.i; 7.F.i; 7.F.ii; 7.N.i

Unit 9 : Teamwork and Collaboration (5days)

TEKS: 1.B.i; 4.I.i; 4.I.ii; 7.E.ii; 8.B.i; 8.B.ii; 8.B.iii; 8.B.iv; 8.B.v; 8.B.vi; 8.C.i; 8.C.ii;

Unit 10: Planning and Development (5 days)

TEKS: 7.C.i; 7.G.i

4th Nine Weeks

Unit 11. Inventory Management (5days)

TEKS: 7.R.i

Unit 12 Societal Impacts on Careers (8 days)

TEKS: 2.E.i; 2.E.ii

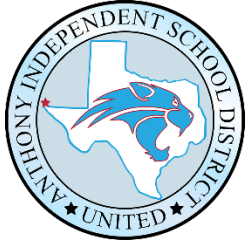
Unit 13. Jobs Careers and Education (10 days)

TEKS: 8.A.ii

Unit 14. Skills of the Real World (13 days)

TEKS: 1.B.i; 1.C.i; 1.C.ii; 1.D.i; 4.I.i; 4.I.ii; 5.A.i; 8.B.i; 8.B.ii; 8.B.iii; 8.B.iv; 8.B.v;

8.B.vi; 8.C.i; 8.C.ii; 8.C.iii; 8.C.iv; 8.C.v; 8.C.vi



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First Semester

1st Nine Weeks

Unit 1. **Business Characteristics (5 days)**

TEKS: 5.E.i; 5.F.i; 5.G.i; 5.H.i; 6.A.i; 6.B.i; 7.I.i; 7.Q.i

Unit 2. **Organizational Structures (4 days)**

TEKS: 2.C.i; 2.J.i; 2.J.ii; 4.A.i; 4.C.i; 4.J.i

Unit 3. **Business and Management Concepts (6 days)**

TEKS 2.A.i; 2.B.i; 2.B.v; 2.I.i; 3.A.i; 3.B.i; 3.I.i; 7.F.i; 7.F.ii; 7.H.i; 7.H.ii; 7.J.i; 7.K.i; 7.L.i; 7.L.ii; 7.M.i; 7.M.ii

Unit 4. **Management Functions (5 days) Workplace Issues (4 days)**

TEKS: 2.A.i; 2.B.i; 2.B.ii; 2.B.iii; 2
4.H.i; 5.B.i; 5.D.i; 6.N.i

2nd Nine Weeks

Unit 5. **Successful Business Operations (4 days)**

TEKS 2.A.i; 2.D.i; 3.F.i; 5.E.i; 5.F.i; 5.G.i; 5.I.i; 5.J.i; 5.K.i; 5.M.i; 5.M.ii; 6.A.i; 6.D.i; 6.E.i; 6.K.i; 6.M.i; 6.O.i; 7.O.i; 7.P.i

Unit 6. **Ethics in Business (9 days)**

TEKS: 1.E.i; 1.E.ii; 1.E.iii; 2.G.i; 2.H.i; 2.I.i; 2.K.i; 2.K.ii; 5.A.i

Unit 7. **Leadership Styles (5 days)**

TEKS: 6.F.i; 6.G.i; 6.H.i; 6.I.i; 6.I.ii; 6.I.iii; 6.J.i; 6.O.i; 8.D.i

Second Semester

3rd Nine Weeks

Unit 8: Managing People (4 days)

TEKS: 2.D.i; 3.A.i; 3.B.i; 4.D.i; 4.E.i; 4.F.i; 4.F.ii; 4.F.iii; 4.F.iv; 4.F.v; 4.F.vi; 4.J.i;

6.A.i; 6.E.ii; 6.L.i; 6.O.i; 7.F.i; 7.F.ii; 7.N.i

Unit 9 : Teamwork and Collaboration (5days)

TEKS: 1.B.i; 4.I.i; 4.I.ii; 7.E.ii; 8.B.i; 8.B.ii; 8.B.iii; 8.B.iv; 8.B.v; 8.B.vi; 8.C.i; 8.C.ii;

Unit 10: Planning and Development (5 days)

TEKS: 7.C.i; 7.G.i

4th Nine Weeks

Unit 11. Inventory Management (5days)

TEKS: 7.R.i

Unit 12 Societal Impacts on Careers (8 days)

TEKS: 2.E.i; 2.E.ii

Unit 13. Jobs Careers and Education (10 days)

TEKS: 8.A.ii

Unit 14. Skills of the Real World (13 days)

TEKS: 1.B.i; 1.C.i; 1.C.ii; 1.D.i; 4.I.i; 4.I.ii; 5.A.i; 8.B.i; 8.B.ii; 8.B.iii; 8.B.iv; 8.B.v;

8.B.vi; 8.C.i; 8.C.ii; 8.C.iii; 8.C.iv; 8.C.v; 8.C.vi