

Student Name:

District:

Grade:



**Skill Alignment Chart for:  
Business Management & Entrepreneurship - CIP Code: 52.1801**

**BCTC West Campus**

<b>Program Highlights</b>	<b>Notes</b>
<b>Program Safety &amp; Physical Considerations</b> <ul style="list-style-type: none"><li>• Ability to work independently and participate in groups</li><li>• Depth perception</li><li>• Self-discipline to focus for long periods of time</li><li>• Eye/hand coordination</li><li>• Stamina (ability to focus at workstation for long periods of time)</li><li>• Visual acuity</li></ul>	
<b>Industry Certifications</b> <ul style="list-style-type: none"><li>• OSHA</li></ul>	
<b>Reading and Language Arts</b> <ul style="list-style-type: none"><li>• Reading comprehension/vocabulary/decode skills at grade level</li><li>• Technical reading skills</li><li>• Strong oral and written communication skills</li><li>• Strong grammar and proofreading skills</li><li>• Textbook written between a high school and college level</li></ul>	
<b>Math Level</b> <ul style="list-style-type: none"><li>• Applied math (business math) ability to work with word problems, fractions, decimals, percentages</li></ul>	

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<b>Program Highlights</b>	<b>Notes</b>
<ul style="list-style-type: none"><li>• Clerical measurement and numerical skills</li></ul>	
<b>Lecture Time</b> <ul style="list-style-type: none"><li>• Varies</li></ul>	
<b>Homework</b> <ul style="list-style-type: none"><li>• 1-3x per week, answering review questions, vocab, accounting/math problems</li><li>• 4-6 writing assignments per quarter</li><li>• Virtual Business tasks</li></ul>	
<b>Tasks Per Week</b> <ul style="list-style-type: none"><li>• 20-30 per semester</li></ul>	
<ul style="list-style-type: none"><li>• 1 test bi-weekly the first part of the year which will vary</li><li>• Project based learning</li></ul>	
<b>Study &amp; Other Skills</b> <ul style="list-style-type: none"><li>• Ability to work with a team to complete projects</li><li>• Detail oriented</li><li>• Social skills for working with customers</li><li>• Logical/critical thinking capabilities</li><li>• Organization</li><li>• Homework completion</li><li>• Ability to multi-task</li><li>• Ability to Independently learn</li></ul>	

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to **contact your counselor**.

*Revised 11/9/2021*