

**Individualized Training Program**

**Business & Finance**

Student: \_\_\_\_\_

Teacher:           Aletta Sauer, Eureka High School          

Grade: \_\_\_\_\_ Cell no: \_\_\_\_\_

Teacher Phone:           707-407-6410          

Email: \_\_\_\_\_

Industry Partner: \_\_\_\_\_

<b>Classroom</b>	<b>ON-THE-JOB</b> <small>Check when Student has demonstrated competence</small>
<p><b>CAREER DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>— Career Planning</li> <li>— Goal Setting</li> <li>— Job Search</li> <li>— Resume</li> <li>— Job Applications</li> <li>— Job Correspondence</li> <li>— Job Interviewing Assessment</li> </ul>	<p><b>CAREER DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>— Job Application</li> <li>— Job Interviewing &amp; Follow-up</li> <li>— Employment Testing</li> <li>— New Employee Orientation</li> <li>— Positive Work Habits</li> <li>— Professional Image (Dress code)</li> </ul>
<p><b>GENERAL EMPLOYABILITY</b></p> <ul style="list-style-type: none"> <li>— Problem Solving</li> <li>— Critical Thinking</li> <li>— Listening, Speaking &amp; Reading</li> <li>— Oral &amp; Written Communication (Emails)</li> <li>— Algebraic Thinking</li> <li>— Spreadsheet Skills</li> <li>— Interpersonal Skills</li> <li>— Client Interaction</li> <li>— Professionalism</li> <li>— Positive Self Esteem</li> </ul>	<p><b>GENERAL EMPLOYABILITY</b></p> <ul style="list-style-type: none"> <li>— Problem Solving</li> <li>— Critical Thinking</li> <li>— Listening, Speaking &amp; Reading</li> <li>— Oral &amp; Written Communication (Emails)</li> <li>— Algebraic Thinking</li> <li>— Spreadsheet Skills</li> <li>— Interpersonal Skills</li> <li>— Client Interaction</li> <li>— Professionalism</li> <li>— Positive Self Esteem</li> </ul>
<p><b>INTRODUCTION TO BUSINESS</b></p> <ul style="list-style-type: none"> <li>— Business Ownership &amp; Organization</li> <li>— Primary Economic Systems</li> <li>— Business Ethics and Social Responsibility</li> <li>— Global Business Environment</li> <li>— Sustainability of Current Operations</li> <li>— Accounting Practices and GAAP</li> <li>— Human Resource Management</li> <li>— Marketing Tools &amp; Strategies (Digital, Print, Social Media)</li> <li>— Business Financial Information</li> <li>— Financing, Internal &amp; External Financial Controls</li> <li>— Securities Markets &amp; Investment Options,</li> <li>— Risk Management &amp; Basic Insurance</li> <li>— Business Law (Contracts, Torts, Intellectual Property)</li> </ul>	<p><b>PRACTICAL APPLICATIONS</b></p> <ul style="list-style-type: none"> <li>— Legitimate Workplace Participation</li> <li>— Marketing Tools &amp; Strategies (Digital, Print, Social Media)</li> <li>— Current Production &amp; Operations Processes</li> <li>— Management Accounting Analysis (Financial Statements &amp; Ratio Analysis)</li> <li>— Risk Management &amp; Basic Insurance</li> <li>— Physical Inventory</li> <li>— Consumer/Client Behavior</li> <li>— Community Relationships</li> <li>— Project-Based Assessment</li> <li>— Individual Study Projects</li> <li>— Internships / Community Classroom</li> </ul>