

Title: Business Structures & The Value of Teamwork
Curriculum Area: BCIS
Teacher:
School:
Grade Level: 10 – 12
Career Cluster: Information Technology
<p>Lesson Objective(s):</p> <p>To understand the structure of departments within a business and to emphasize the importance of teamwork within those departments.</p>
<p>Performance Task (Include Teacher & Student Instructions):</p> <p><u>Day One</u> <i>Teacher will:</i> Provide example of an Information Technologies Department structure to students for discussion. Use Discussion Questions. (Attachments #1 and #2)</p> <p><i>Students will:</i> Examine and discuss the structure.</p> <p><i>Teacher will:</i> Provide Guidelines and skeleton of Operations Department Structure for students to design. (Attachment #3)</p> <p><i>Students will:</i> Form small groups and design an appropriate Operations Department structure, which will be transferred to Word document provided on student computers by teacher.</p> <p><u>Day Two</u> <i>Teacher will:</i> Give TEAMWORK acronym handout to students. (Attachment #4)</p> <p><i>Students will:</i> Individually complete left column of handout.</p> <p><i>Teacher and Students will:</i> Compile student TEAMWORK acronym ideas.</p> <p><i>Teacher will:</i> present TEAMWORK acronym based on experience at Medicine Chest, giving personal examples. (Attachment #4 Right Column)</p> <p><i>Students will:</i> Complete right column of acronym as presented by teacher.</p>

Evaluation & Scoring:

Observe student participation in discussions. Small groups will turn in Operations Department document to be graded according to guidelines given. Students will turn in *The Value of TEAMWORK* handout, which includes personal input and class notes.

Extension/Modification and/or Instructional Methodology:

Have students exchange printed Operations Department structures with other groups to be exposed to additional possibilities.

Have students finalize a TEAMWORK acronym using what they consider the best option for each letter out of all ideas provided.

SCAN Skills:

Resources, interpersonal, technology, reading, writing, listening, speaking, creative thinking, reasoning, scalability.

Exit Level TAKS Objectives:**TEKS Competencies:**

Business Computer Information Systems I 120.23.(c) Knowledge and skills.

(1) The student develops skills for success in the workplace. The student is expected to:

- (A) Locate and interpret written information;
- (B) Demonstrate active listening through oral and written feedback;
and
- (E) Organize ideas logically and sequentially.

Team Project, Guest Speaker, or Field Trip:

Guest speakers: Two employees from the Information Technology Department and two employees from the Operations Department of Medicine Chest Central Office to discuss their responsibilities/job description as well as the training that prepared them to perform their current job.

Resources:

Pen, Information Technology Department handout, Operations Department handout, *The Value of TEAMWORK* handout, computer with a word processing program and ability to receive data from teacher's computer.