Texas CTE

Practicum in Business Management (2015)

Adopted 2015

Practicum in Business Management

1. **The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:**
   - A. communicate effectively with others using oral and written skills; 1.A
   - B. demonstrate collaboration skills through teamwork; 1.B
   - C. demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace; 1.C
   - D. demonstrate a positive, productive work ethic by performing assigned tasks as directed; 1.D
   - E. comply with all applicable rules, laws, and regulations; and 1.E
   - F. demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results. 1.F

2. **The student identifies and implements employability skills to gain a position in a company. The student is expected to:**
   - A. assess personal marketability; 2.A
   - B. practice job-search strategies, including: 2.B
     - i. write a letter of application; 2.B.I
     - ii. prepare a resume; 2.B.II
     - iii. use networking techniques to identify employment opportunities; and 2.B.III
     - iv. complete a job application; 2.B.IV
   - C. demonstrate proper interview techniques and professional dress and appearance; 2.C
   - D. interview for a job, performing proper interview techniques and modeling professional dress and appearance; 2.D
   - E. practice appropriate follow-up etiquette procedures, including: 2.E
     - i. write a thank you note; and 2.E.I
     - ii. write a follow-up letter after a job interview; 2.E.II

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F. identify skills and attributes necessary for professional advancement; 2.F

G. evaluate and compare employment options such as salaries, benefits, and prerequisites; 2.G

H. identify and rank tangible and intangible rewards of work; and 2.H

I. identify employment opportunities and complete job search procedures such as job applications and W-4. 2.I

3. **The student demonstrates professional standards as required by business and industry. The student is expected to:**

A. adhere to policies and procedures; 3.A

B. demonstrate positive work behaviors and attitudes, including punctuality, time-management, initiative, and cooperation; 3.B

C. apply ethical reasoning to a variety of situations in order to make ethical decisions; and 3.C

D. complete tasks with the highest standards to ensure quality products and services. 3.D

4. **The student develops and demonstrates skills for success in the workplace. The student is expected to:**

A. explain the importance of and model appropriate dress, hygiene, and demeanor for the work assignment; 4.A

B. exhibit productive work habits and attitudes, including accepting constructive criticism; and 4.B

C. prioritize work to fulfill responsibilities, meet deadlines, and complete tasks with the highest standards to ensure quality products and services. 4.C

5. **The student applies principles of effective interpersonal skills. The student is expected to:**

A. demonstrate professional qualities, including positive attitude, loyalty, and diplomacy; 5.A

B. identify and demonstrate skills needed to maintain effective work relations with relevant parties such as colleagues and customers; 5.B

C. demonstrate a respect for different workplace cultures and individuals from different cultures, genders, and backgrounds; 5.C

D. understand rights and responsibilities concerning sexual harassment in the workplace; 5.D

E. apply tact in handling criticism and disagreement or disappointment, accept constructive criticism, and revise personal views when valid evidence warrants; 5.E

F. explain the concepts of integrity and confidentiality as related to the office environment; and 5.F

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G. demonstrate methods for implementing and improving customer satisfaction. 5.G

6. **The student demonstrates leadership and teamwork skills in collaborating with others to accomplish goals and objectives. The student is expected to:**
   - A. analyze leadership in relation to trust, positive attitude, integrity, and willingness to accept key responsibilities in a work situation; 6.A
   - B. demonstrate teamwork skills through working cooperatively with others to achieve goals; 6.B
   - C. demonstrate teamwork processes that promote team building, consensus, continuous improvement, respect for the opinions of others, cooperation, adaptability, and conflict resolution; 6.C
   - D. demonstrate responsibility for shared group and individual work tasks; and 6.D
   - E. establish and maintain effective working relationships by: 6.E
     - i. demonstrating interpersonal skills; 6.E.I
     - ii. using positive interpersonal skills to work cooperatively with others; 6.E.II
     - iii. negotiating effectively to arrive at decisions; and 6.E.III
     - iv. demonstrating sensitivity to and value for diversity. 6.E.IV
7. **The student facilitates internal and external office communications to support work activities. The student is expected to:**
   - A. record messages accurately, legibly, and completely; 7.A
   - B. deliver messages to the appropriate person or department; 7.B
   - C. coordinate arrangements for participants; 7.C
   - D. follow calling and login procedures; and 7.D
   - E. troubleshoot any problems. 7.E
8. **The student abides by risk-management policies and procedures for technology to minimize loss. The student is expected to:**
   - A. adhere to technology safety and security policies such as acceptable use policy and web page policies; 8.A
   - B. apply ergonomic techniques to technology tasks; 8.B
   - C. adhere to laws pertaining to computer crime, fraud, and abuse; 8.C
   - D. follow procedures used to restart and recover from situations such as system failure and virus infection; 8.D
   - E. follow policies to prevent loss of data integrity; and 8.E
   - F. adhere to the organization's policies for technology use. 8.F
9. **The student uses information technology tools to manage and perform work responsibilities. The student is expected to:**
   - A. demonstrate advanced web search skills; 9.A

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B. demonstrate advanced word-processing skills by: 9.B

i. identifying customary styles of business documents such as memoranda, letters, emails, and reports; 9.B.I

ii. inputting data using the touch system; 9.B.II

iii. demonstrating basic writing techniques such as correct memorandum format, informal or formal style, and direct or indirect layout; 9.B.III

iv. applying correct grammar, spelling, punctuation, and other English mechanics; and 9.B.IV

v. using references and preparing notations; 9.B.V

C. apply advanced presentation applications; 9.C

D. demonstrate advanced spreadsheet applications by: 9.D

i. entering labels and values into spreadsheet cells; 9.D.I

ii. formatting labels and values; 9.D.II

iii. preparing tables, graphs, infographics and graphics; 9.D.III

iv. developing formulas and entering appropriate functions; and 9.D.IV

v. verifying formulas and functions with sample values; 9.D.V

E. construct advanced database applications; 9.E

F. perform scheduling functions electronically to facilitate on-time, prompt completion of work activities by: 9.F

i. creating a calendar or schedule; 9.F.I

ii. maintaining an appointment calendar; 9.F.II

iii. verifying appointments; 9.F.III

iv. coordinating travel arrangements; 9.F.IV

v. setting up meeting arrangements; and 9.F.V

vi. disseminating meeting information to appropriate persons; and 9.F.VI

G. enter data without error. 9.G

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10. The student manages personal finances to achieve financial goals. The student is expected to:

A. develop a budget based on personal financial goals; 10.A

B. interpret a pay stub; 10.B

C. read and reconcile bank statements; 10.C

D. maintain financial records; 10.D

E. demonstrate the wise use of credit; 10.E

F. validate a credit history; 10.F

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G. protect against identity theft; and 10.G

H. prepare personal income tax forms, including the 1040E. 10.H

11. The student establishes procedures to maintain equipment and supplies. The student is expected to:

A. determine equipment needed; 11.A

B. determine supplies needed; 11.B

C. establish equipment and supplies maintenance systems; 11.C

D. schedule equipment maintenance; and 11.D

E. use equipment and supplies maintenance procedures. 11.E

12. The student applies concepts of critical thinking and problem solving. The student is expected to:

A. analyze elements of a problem to develop creative and innovative solutions; 12.A

B. critically analyze information to determine value to the problem-solving task; 12.B

C. compare and contrast alternatives using a variety of problem-solving and critical-thinking skills; and 12.C

D. conduct technical research to gather information necessary for decision making. 12.D