

# Practicum in Business Management

## At-A-Glance - Lamar CISD

Professional Standards/Employability Skills/Technical Skills			
<b>Ongoing Skills Imbedded All Year</b>	PrBM 1(A) The student will communicate effectively with others using oral and written skills. PrBM 1(B) The student will demonstrate collaboration skills through teamwork. PrBM 1(C) The student will demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace. PrBM 1(D) The student will demonstrate a positive, productive work ethic by performing assigned tasks as directed. PrBM 1(E) The student will comply with all applicable rules, laws, and regulations. PrBM 1(F) The student will 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.		
<b>Ongoing Ways to Show</b>	The student will be punctual and consistent in their attendance at both school and work. The student will communicate directly and digitally with the teacher/employer about issues with concepts/assignments/tests/tasks. The student will submit their own work with proper citation/acknowledgment when appropriate/required. The student will submit their work per assignment directions per assignment (hard copy, digital, combination). The student will study/discuss/present various real-world examples of company responses to customers.		
Grading Period	Unit Name	Estimated Time Frame	TEKS
<b>Grading Period 1 29 Days</b>	<b>Pre-Practicum</b>		
	<b>Employability Skills/ Professional Standards</b>	<b>9 Days</b>	1A, 1B, 1C, 1D, 1E, 1F, 3A, 3B, 3C, 3D, 4A, 4B, 4C
	PrBM 1(A) The student will communicate effectively with others using oral and written skills. PrBM 1(B) The student will demonstrate collaboration skills through teamwork. PrBM 1(C) The student will demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace. PrBM 1(D) The student will demonstrate a positive, productive work ethic by performing assigned tasks as directed. PrBM 1(E) The student will comply with all applicable rules, laws, and regulations. PrBM 1(F) The student will 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. <b>Professional Standards</b> PrBM 3(A) The student will adhere to policies and procedures. PrBM 3(B) The student will demonstrate positive work behaviors and attitudes, including punctuality, time-management, initiative, and cooperation. PrBM 3(C) The student will apply ethical reasoning to a variety of situations in order to make ethical decisions. PrBM 3(D) The student will complete tasks with the highest standards to ensure quality products and services. <b>Workplace Success</b> PrBM 4(A) The student will explain the importance of and model appropriate dress, hygiene, and demeanor for the work assignment. PrBM 4(B) The student will exhibit productive work habits and attitudes, including accepting constructive criticism. PrBM 4(C) The student will prioritize work to fulfill responsibilities, meet deadlines, and complete tasks with the highest standards to ensure quality products and services.		
	<b>Interpersonal Skills</b>	<b>7 Days</b>	5A, 5B, 5C, 5D, 5E, 5F, 5G
	PrBM 5(A) The student will demonstrate professional qualities, including positive attitude, loyalty, and diplomacy. PrBM 5(B) The student will identify and demonstrate skills needed to maintain effective work relations with relevant parties such as colleagues and customers. PrBM 5(C) The student will demonstrate a respect for different workplace cultures and individuals from different cultures, genders, and backgrounds. PrBM 5(D) The student will understand rights and responsibilities concerning sexual harassment in the workplace. PrBM 5(E) The student will apply tact in handling criticism and disagreement or disappointment, accept constructive criticism, and revise personal views when valid evidence warrants. PrBM 5(F) The student will explain the concepts of integrity and confidentiality as related to the office environment. PrBM 5(G) The student will demonstrate methods for implementing and improving customer satisfaction.		
	<b>Leadership &amp; Teamwork Skills</b>	<b>5 Days</b>	6B, 6C, 6E, 6Ei, 6Eii, 6Eiv
PrBM 6(B) The student will demonstrate teamwork skills through working cooperatively with others to achieve goals. PrBM 6(C) The student will demonstrate teamwork processes that promote team building, consensus, continuous improvement, respect for the opinions of others, cooperation, adaptability, and conflict resolution.			

	<p>PrBM 6(E) The student will establish and maintain effective working relationships.  PrBM 6(Ei) The student will demonstrate interpersonal skills.  PrBM 6(Eii) The student will use positive interpersonal skills to work cooperatively with others.  PrBM 6(Eiv) The student will demonstrate sensitivity to and value for diversity.</p>		
	<b>Risk Management Policies &amp; Procedures</b>	<b>3 Days</b>	8A, 8B, 8C, 8D, 8E, 8F
	<p>PrBM 8(A) The student will adhere to technology safety and security policies such as acceptable use policy and web page policies.  PrBM 8(B) The student will apply ergonomic techniques to technology tasks.  PrBM 8(C) The student will adhere to laws pertaining to computer crime, fraud, and abuse.  PrBM 8(D) The student will follow procedures used to restart and recover from situations such as system failure and virus infection.  PrBM 8(E) The student will follow policies to prevent loss of data integrity.  PrBM 8(F) The student will adhere to the organization's policies for technology use.</p>		
	<b>Information Technology Tools</b>	<b>5 Days</b>	9A, 9B, 9Bi, 9Bii, 9Biii, 9Biv, 9Bv, 9C, 9D, 9Di, 9Dii, 9Diii, 9Div, 9Dv, 9E, 9F, 9Fi, 9Fii, 9Fiii, 9Fiv, 9Fv, 9Fvi, 9G
	<p>PrBM 9(A) The student will demonstrate advanced web search skills.  PrBM 9(B) The student will demonstrate advanced word-processing skills.  PrBM 9(Bi) The student will identify customary styles of business documents such as memoranda, letters, emails, and reports.  PrBM 9(Bii) The student will input data using the touch system.  PrBM 9(Biii) The student will demonstrate basic writing techniques such as correct memorandum format, informal or formal style, and direct or indirect layout.  PrBM 9(Biv) The student will apply correct grammar, spelling, punctuation, and other English mechanics.  PrBM 9(Bv) The student will use references and preparing notations.  PrBM 9(C) The student will apply advanced presentation applications.  PrBM 9(D) The student will demonstrate advanced spreadsheet applications.  PrBM 9(Di) The student will enter labels and values into spreadsheet cells.  PrBM 9(Dii) The student will format labels and values.  PrBM 9(Diii) The student will prepare tables, graphs, infographics and graphics.  PrBM 9(Div) The student will develop formulas and entering appropriate functions.  PrBM 9(Dv) The student will verify formulas and functions with sample values.  PrBM 9(E) The student will construct advanced database applications.  PrBM 9(F) The student will perform scheduling functions electronically to facilitate on-time, prompt completion of work activities.  PrBM 9(Fi) The student will create a calendar or schedule.  PrBM 9(Fii) The student will maintain an appointment calendar.  PrBM 9(Fiii) The student will verify appointments.  PrBM 9(Fiv) The student will coordinate travel arrangements.  PrBM 9(Fv) The student will set up meeting arrangements.  PrBM 9(Fvi) The student will disseminate meeting information to appropriate persons.  PrBM 9(G) The student will enter data without error.</p>		
<p><b>Grading  Period 2  27 Days</b></p>	<b>Section 2: Checklist Components</b>		
	<b>Employability Skills/ Professional Standards</b>	<b>3 Days</b>	1A, 1B, 1C, 1D, 1E, 1F, 3A, 3B, 3C, 3D, 4A, 4B, 4C
	<p>PrBM 1(A) The student will communicate effectively with others using oral and written skills.  PrBM 1(B) The student will demonstrate collaboration skills through teamwork.  PrBM 1(C) The student will demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace.  PrBM 1(D) The student will demonstrate a positive, productive work ethic by performing assigned tasks as directed.  PrBM 1(E) The student will comply with all applicable rules, laws, and regulations.  PrBM 1(F) The student will 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.</p> <p><b>Professional Standards</b></p> <p>PrBM 3(A) The student will adhere to policies and procedures.  PrBM 3(B) The student will demonstrate positive work behaviors and attitudes, including punctuality, time-management, initiative, and cooperation.  PrBM 3(C) The student will apply ethical reasoning to a variety of situations in order to make ethical decisions.  PrBM 3(D) The student will complete tasks with the highest standards to ensure quality products and services.</p> <p><b>Workplace Success</b></p> <p>PrBM 4(A) The student will explain the importance of and model appropriate dress, hygiene, and demeanor for the work assignment.</p>		

<p>PrBM 4(B) The student will exhibit productive work habits and attitudes, including accepting constructive criticism. PrBM 4(C) The student will prioritize work to fulfill responsibilities, meet deadlines, and complete tasks with the highest standards to ensure quality products and services.</p>		
<p><b>Interpersonal Skills &amp; Teamwork</b></p>	<p><b>4 Days</b></p>	<p>5A, 5B, 5C, 5D, 5E, 5F, 6B, 6C, 6D, 6E, 6Ei, 6Eii, 6Eiii, 6Eiv</p>
<p>PrBM 5(A) The student will demonstrate professional qualities, including positive attitude, loyalty, and diplomacy. PrBM 5(B) The student will identify and demonstrate skills needed to maintain effective work relations with relevant parties such as colleagues and customers. PrBM 5(C) The student will demonstrate a respect for different workplace cultures and individuals from different cultures, genders, and backgrounds. PrBM 5(D) The student will understand rights and responsibilities concerning sexual harassment in the workplace. PrBM 5(E) The student will apply tact in handling criticism and disagreement or disappointment, accept constructive criticism, and revise personal views when valid evidence warrants. PrBM 5(F) The student will explain the concepts of integrity and confidentiality as related to the office environment. <b>Leadership &amp; Teamwork Skills</b> PrBM 6(B) The student will demonstrate teamwork skills through working cooperatively with others to achieve goals. PrBM 6(C) The student will demonstrate teamwork processes that promote team building, consensus, continuous improvement, respect for the opinions of others, cooperation, adaptability, and conflict resolution. PrBM 6(D) The student will demonstrate responsibility for shared group and individual work tasks. PrBM 6(E) The student will establish and maintain effective working relationships. PrBM 6(Ei) The student will demonstrate interpersonal skills. PrBM 6(Eii) The student will use positive interpersonal skills to work cooperatively with others. PrBM 6(Eiii) The student will negotiate effectively to arrive at decision. PrBM 6(Eiv) The student will demonstrate sensitivity to and value for diversity.</p>		
<p><b>Internal and External Communications</b></p>	<p><b>3 Days</b></p>	<p>7A, 7B, 7C, 7D, 7E</p>
<p>PrBM 7(A) The student will record messages accurately, legibly, and completely. PrBM 7(B) The student will deliver messages to the appropriate person or department. PrBM 7(C) The student will coordinate arrangements for participants. PrBM 7(D) The student will follow calling and login procedures. PrBM 7(E) The student will troubleshoot any problems.</p>		
<p><b>Risk Management Policies &amp; Procedures</b></p>	<p><b>3 Days</b></p>	<p>8A, 8B, 8C, 8D, 8E, 8F</p>
<p>PrBM 8(A) The student will adhere to technology safety and security policies such as acceptable use policy and web page policies. PrBM 8(B) The student will apply ergonomic techniques to technology tasks. PrBM 8(C) The student will adhere to laws pertaining to computer crime, fraud, and abuse. PrBM 8(D) The student will follow procedures used to restart and recover from situations such as system failure and virus infection. PrBM 8(E) The student will follow policies to prevent loss of data integrity. PrBM 8(F) The student will adhere to the organization's policies for technology use.</p>		
<p><b>Information Technology Tools</b></p>	<p><b>14 Days</b></p>	<p>9A, 9B, 9Bi, 9Bii, 9Biii, 9Biv, 9Bv, 9C, 9D, 9Di, 9Dii, 9Diii, 9Div, 9Dv, 9E, 9F, 9Fi, 9Fii, 9Fiii, 9Fiv, 9Fv, 9Fvi, 9G</p>
<p>PrBM 9(A) The student will demonstrate advanced web search skills. PrBM 9(B) The student will demonstrate advanced word-processing skills PrBM 9(Bi) The student will identify customary styles of business documents such as memoranda, letters, emails, and reports. PrBM 9(Bii) The student will input data using the touch system. PrBM 9(Biii) The student will demonstrate basic writing techniques such as correct memorandum format, informal or formal style, and direct or indirect layout. PrBM 9(Biv) The student will apply correct grammar, spelling, punctuation, and other English mechanics. PrBM 9(Bv) The student will use references and preparing notations. PrBM 9(C) The student will apply advanced presentation applications. PrBM 9(D) The student will demonstrate advanced spreadsheet applications by: PrBM 9(Di) The student will enter labels and values into spreadsheet cells. PrBM 9(Dii) The student will format labels and values. PrBM 9(Diii) The student will prepare tables, graphs, infographics and graphics. PrBM 9(Div) The student will develop formulas and entering appropriate functions. PrBM 9(Dv) The student will verify formulas and functions with sample values. PrBM 9(E) The student will construct advanced database applications.</p>		

	<p>PrBM 9(F) The student will perform scheduling functions electronically to facilitate on-time, prompt completion of work activities.  PrBM 9(Fi) The student will create a calendar or schedule.  PrBM 9(Fii) The student will maintain an appointment calendar.  PrBM 9(Fiii) The student will verify appointments.  PrBM 9(Fiv) The student will coordinate travel arrangements.  PrBM 9(Fv) The student will set up meeting arrangements.  PrBM 9(Fvi) The student will disseminate meeting information to appropriate persons.  PrBM 9(G) The student will enter data without error.</p>		
<b>Grading Period 3</b> <b>28 Days</b>	<b>Personal Finance</b>	<b>28 Days</b>	10A, 10B, 10C, 10D, 10E, 10F, 10G, 10H
	<p>PrBM 10(A) The student will develop a budget based on personal financial goals.  PrBM 10(B) The student will interpret a pay stub.  PrBM 10(C) The student will read and reconcile bank statements.  PrBM 10(D) The student will maintain financial records.  PrBM 10(E) The student will demonstrate the wise use of credit.  PrBM 10(F) The student will validate a credit history.  PrBM 10(G) The student will protect against identity theft.  PrBM 10(H) The student will prepare personal income tax forms, including the 1040E.</p>		
<b>Grading Period 4</b> <b>31 Days</b>	<b>Section 3: Critical-Thinking and Problem-Solving</b>		
	<b>Maintain Equipment &amp; Supplies</b>	<b>16 Days</b>	11A, 11B, 11C, 11D, 11E
	<p>PrBM 11(A) The student will determine equipment needed.  PrBM 11(B) The student will determine supplies needed.  PrBM 11(C) The student will establish equipment and supplies maintenance systems.  PrBM 11(D) The student will schedule equipment maintenance.  PrBM 11(E) The student will use equipment and supplies maintenance procedures.</p>		
	<b>Critical Thinking</b>	<b>15 Days</b>	12A, 12B, 12C, 12D
	<p>PrBM 12(A) The student will analyze elements of a problem to develop creative and innovative solutions.  PrBM 12(B) The student will critically analyze information to determine value to the problem-solving task.  PrBM 12(C) The student will compare and contrast alternatives using a variety of problem-solving and critical-thinking skills.  PrBM 12(D) The student will conduct technical research to gather information necessary for decision making.</p>		
<b>Grading Period 5</b> <b>30 Days</b>	<b>Professional Standards</b>	<b>30 Days</b>	1A, 12A, 12B, 12C, 12D
	<p>PrBM 1(A) The student will communicate effectively with others using oral and written skills.  <b>Critical Thinking</b>  PrBM 12(A) The student will analyze elements of a problem to develop creative and innovative solutions.  PrBM 12(B) The student will critically analyze information to determine value to the problem-solving task.  PrBM 12(C) The student will compare and contrast alternatives using a variety of problem-solving and critical-thinking skills.  PrBM 12(D) The student will conduct technical research to gather information necessary for decision making.</p>		
<b>Grading Period 6</b> <b>27 Days</b>	<b>Unit 4: Check List Progress and CTSO Activities</b>	<b>3 Days</b>	1A, 2A, 2B, 2Biii
	<p>PrBM 1(A) The student will communicate effectively with others using oral and written skills.  PrBM 2(A) The student will assess personal marketability.  PrBM 2(B) The student will practice job-search strategies, including.  PrBM 2(Biii) The student will use networking techniques to identify employment opportunities.</p>		
	<b>Leadership &amp; Teamwork Skills</b>	<b>5 Days</b>	6A
	<p>PrBM 6(A) The student will analyze leadership in relation to trust, positive attitude, integrity, and willingness to accept key responsibilities in a work situation.</p>		
	<b>Critical Thinking and Problem Solving</b>	<b>5 Days</b>	12A, 12B, 12C, 12D
<p>PrBM 12(A) The student will analyze elements of a problem to develop creative and innovative solutions.  PrBM 12(B) The student will critically analyze information to determine value to the problem-solving task.  PrBM 12(C) The student will compare and contrast alternatives using a variety of problem-solving and critical-thinking skills.  PrBM 12(D) The student will conduct technical research to gather information necessary for decision making.</p>			

	<b>Employability Skills</b>	<b>14 Days</b>	1A, 2A, 2B, 2Bi, 2Bii, 2Biii, 2Biv, 2C, 2D, 2E, 2Ei, 2Eii, 2F, 2G, 2H, 2I
<p>PrBM 1(A) The student will communicate effectively with others using oral and written skills.</p> <p>PrBM 2(A) The student will assess personal marketability,</p> <p>PrBM 2(B) The student will practice job-search strategies.</p> <p>PrBM 2(Bi) The student will write a letter of application.</p> <p>PrBM 2(Bii) The student will prepare a resume.</p> <p>PrBM 2(Biii) The student will use networking techniques to identify employment opportunities.</p> <p>PrBM 2(Biv) The student will complete a job application.</p> <p>PrBM 2(C) The student will demonstrate proper interview techniques and professional dress and appearance.</p> <p>PrBM 2(D) The student will interview for a job, performing proper interview techniques and modeling professional dress and appearance.</p> <p>PrBM 2(E) The student will practice appropriate follow-up etiquette procedures.</p> <p>PrBM 2(Ei) The student will write a thank you note.</p> <p>PrBM 2(Eii) The student will write a follow-up letter after a job interview.</p> <p>PrBM 2(F) The student will identify skills and attributes necessary for professional advancement.</p> <p>PrBM 2(G) The student will evaluate and compare employment options such as salaries, benefits, and prerequisites.</p> <p>PrBM 2(H) The student will identify and rank tangible and intangible rewards of work.</p> <p>PrBM 2(I) The student will identify employment opportunities and complete job search procedures such as job applications and W-4.</p>			