

<p style="text-align: center;">Practicum in Business Management TEKS/LINKS – Student Objectives Two Credits</p>	<p style="text-align: center;">Suggested Time Ranges</p>
First Six Weeks	
Pre-Practicum	
<p>General Housekeeping: Forms in Business PBM 1(E) The student will comply with all applicable rules, laws, and regulations. PBM 3(A) The student will adhere to policies and procedures. PBM 3(B) The student will demonstrate positive work behaviors and attitudes, including punctuality, time-management, initiative, and cooperation.</p>	3 days
<p>Employability Skills – Employment Search (with O*NET) PBM 2(A) The student will assess personal marketability. PBM 2(B) The student will practice job-search strategies, including: (i) write a letter of application. (ii) prepare a resume. (iii) use networking techniques to identify employment opportunities. (iv) complete a job application. Interview PBM 2(C) The student will demonstrate proper interview techniques and professional dress and appearance. PBM 2(D) The student will interview for a job, performing proper interview techniques and modeling professional dress and appearance. PBM 2(E) The student will practice appropriate follow-up etiquette procedures, including: (i) write a thank you note. (ii) write a follow-up letter after a job interview. PBM 2(F) The student will identify skills and attributes necessary for professional advancement. PBM 2(G) The student will evaluate and compare employment options such as salaries, benefits, and prerequisites. PBM 2(H) The student will identify and rank tangible and intangible rewards of work. PBM 2(I) The student will identify employment opportunities and complete job search procedures such as job applications and W-4.</p>	1 day
<p>Professional Standards - Behavior & Attitude PBM 2(H) The student will identify and rank tangible and intangible rewards of work. PBM 3(A) The student will adhere to policies and procedures. PBM 3(B) The student will demonstrate positive work behaviors and attitudes, including punctuality, time-management, initiative, and cooperation.</p>	5 days

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<p>PBM 3(C) The student will apply ethical reasoning to a variety of situations in order to make ethical decisions.</p> <p>PBM 3(D) The student will complete tasks with the highest standards to ensure quality products and services.</p> <p>Work Place Success Skills</p> <p>PBM 4(A) The student will explain the importance of and model appropriate dress, hygiene, and demeanor for the work assignment.</p> <p>PBM 4(B) The student will exhibit productive work habits and attitudes, including accepting constructive criticism.</p> <p>PBM 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>Personal Management – Goal Setting</p> <p>PBM 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>PBM 2(F) The student will identify skills and attributes necessary for professional advancement.</p> <p>PBM 3(B) The student will demonstrate positive work behaviors and attitudes, including punctuality, time-management, initiative, and cooperation.</p> <p>PBM 6(B) The student will demonstrate teamwork skills through working cooperatively with others to achieve goals.</p> <p>PBM 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>	5 days
<p>Human Relations/Teamwork Skills</p> <p>PBM 6(B) The student will demonstrate teamwork skills through working cooperatively with others to achieve goals.</p> <p>PBM 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> <p>PBM 6(E) The student will establish and maintain effective working relationships by:</p> <ul style="list-style-type: none"> (i) demonstrating interpersonal skills. (ii) using positive interpersonal skills to work cooperatively with others. (iii) negotiating effectively to arrive at decisions. (iv) demonstrating sensitivity to and value for diversity. 	5 days
<p>Technology - Risk-Management Policies and Procedures</p> <p>PBM 8(A) The student will adhere to technology safety and security policies such as acceptable use policy and web page policies.</p> <p>PBM 8(B) The student will apply ergonomic techniques to technology tasks.</p>	3 days

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<p>PBM 8(C) The student will adhere to laws pertaining to computer crime, fraud, and abuse. PBM 8(D) The student will follow procedures used to restart and recover from situations such as system failure and virus infection. PBM 8(E) The student will follow policies to prevent loss of data integrity. PBM 8(F) The student will adhere to the organization's policies for technology use.</p> <p>Maintain Equipment and Supplies PBM 11(A) The student will determine equipment needed. PBM 11(B) The student will determine supplies needed. PBM 11(C) The student will establish equipment and supplies maintenance systems. PBM 11(D) The student will schedule equipment maintenance. PBM 11(E) The student will use equipment and supplies maintenance procedures.</p>	
<p>Professional Standards/Employability Skills Training Station Orientation – Employer Project PBM 1(A) The student will communicate effectively with others using oral and written skills. PBM 1(B) The student will demonstrate collaboration skills through teamwork. PBM 1(C) The student will demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace. PBM 1(D) The student will demonstrate a positive, productive work ethic by performing assigned tasks as directed. PBM 1(E) The student will comply with all applicable rules, laws, and regulations. PBM 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>Professional Standards PBM 3(A) The student will adhere to policies and procedures. PBM 3(B) The student will demonstrate positive work behaviors and attitudes, including punctuality, time-management, initiative, and cooperation. PBM 3(C) The student will apply ethical reasoning to a variety of situations in order to make ethical decisions. PBM 3(D) The student will complete tasks with the highest standards to ensure quality products and services.</p> <p>Work Place Success Skills PBM 4(A) The student will explain the importance of and model appropriate dress, hygiene, and demeanor for the work assignment.</p>	<p align="center">6 days ongoing</p>

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<p>PBM 4(B) The student will exhibit productive work habits and attitudes, including accepting constructive criticism.</p> <p>PBM 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>Interpersonal Skills</p> <p>PBM 5(A) The student will demonstrate professional qualities, including positive attitude, loyalty, and diplomacy.</p> <p>PBM 5(B) The student will identify and demonstrate skills needed to maintain effective work relations with relevant parties such as colleagues and customers.</p> <p>PBM 5(C) The student will demonstrate a respect for different workplace cultures and individuals from different cultures, genders, and backgrounds.</p> <p>PBM 5(D) The student will understand rights and responsibilities concerning sexual harassment in the workplace.</p> <p>PBM 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.</p> <p>PBM 5(F) The student will explain the concepts of integrity and confidentiality as related to the office environment.</p> <p>Leadership and Teamwork Skills</p> <p>PBM 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> <p>PBM 6(B) The student will demonstrate teamwork skills through working cooperatively with others to achieve goals.</p> <p>PBM 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> <p>PBM 6(D) The student will demonstrate responsibility for shared group and individual work tasks.</p> <p>PBM 6(E) The student will establish and maintain effective working relationships by:</p> <ul style="list-style-type: none"> (i) demonstrating interpersonal skills. (ii) using positive interpersonal skills to work cooperatively with others. (iii) negotiating effectively to arrive at decisions. (iv) demonstrating sensitivity to and value for diversity. 	

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<p>Second Six Weeks</p>	
<p>Checklist Components</p>	
<p>Professional Standards/Employability Skills - continues Training Station Orientation – Employer Project PBM 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. Professional Standards PBM 3(A) The student will adhere to policies and procedures. PBM 3(B) The student will demonstrate positive work behaviors and attitudes, including punctuality, time-management, initiative, and cooperation. PBM 3(C) The student will apply ethical reasoning to a variety of situations in order to make ethical decisions. PBM 3(D) The student will complete tasks with the highest standards to ensure quality products and services. Work Place Success Skills PBM 4(A) The student will explain the importance of and model appropriate dress, hygiene, and demeanor for the work assignment. PBM 4(B) The student will exhibit productive work habits and attitudes, including accepting constructive criticism. PBM 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 Interpersonal Skills PBM 5(A) The student will demonstrate professional qualities, including positive attitude, loyalty, and diplomacy. PBM 5(B) The student will identify and demonstrate skills needed to maintain effective work relations with relevant parties such as colleagues and customers. PBM 5(C) The student will demonstrate a respect for different workplace cultures and individuals from different cultures, genders, and backgrounds. PBM 5(D) The student will understand rights and responsibilities concerning sexual harassment in the workplace. PBM 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. PBM 5(F) The student will explain the concepts of integrity and confidentiality as related to the office environment.</p>	<p align="center">6 days</p>

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<p>Leadership and Teamwork Skills PBM 6(B) The student will demonstrate teamwork skills through working cooperatively with others to achieve goals. PBM 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. PBM 6(D) The student will demonstrate responsibility for shared group and individual work tasks. PBM 6(E) The student will establish and maintain effective working relationships by:</p> <ul style="list-style-type: none"> (i) demonstrating interpersonal skills. (ii) using positive interpersonal skills to work cooperatively with others. (iii) negotiating effectively to arrive at decisions. (iv) demonstrating sensitivity to and value for diversity. 	
<p>Advanced Technical Skills – Word Processing PBM 9(A) The student will demonstrate advanced web search skills. PBM 9(B) The student will demonstrate advanced word-processing skills by:</p> <ul style="list-style-type: none"> (i) identifying customary styles of business documents such as memoranda, letters, emails, and reports. (ii) inputting data using the touch system. (iii) demonstrating basic writing techniques such as correct memorandum format, informal or formal style, and direct or indirect layout. (iv) applying correct grammar, spelling, punctuation, and other English mechanics. (v) using references and preparing notations. 	5 days
<p>Professional Communications in Business PBM 7(A) The student will record messages accurately, legibly, and completely. PBM 7(B) The student will deliver messages to the appropriate person or department. PBM 7(C) The student will coordinate arrangements for participants. PBM 7(D) The student will follow calling and login procedures. PBM 7(E) The student will troubleshoot any problems. PBM 9(F) The student will perform scheduling functions electronically to facilitate on-time, prompt completion of work activities by:</p> <ul style="list-style-type: none"> (i) creating a calendar or schedule. (ii) maintaining an appointment calendar. (iii) verifying appointments. (iv) coordinating travel arrangements. (v) setting up meeting arrangements. (vi) disseminating meeting information to appropriate persons. 	4 days

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<p>Critical-Thinking – Workflow PBM 12(A) The student will analyze elements of a problem to develop creative and innovative solutions. PBM 12(B) The student will critically analyze information to determine value to the problem-solving task. PBM 12(C) The student will compare and contrast alternatives using a variety of problem-solving and critical-thinking skills. PBM 12(D) The student will conduct technical research to gather information necessary for decision making.</p>	<p align="center">10 days</p>
<p>Third Six Weeks</p>	
<p>Critical-Thinking & Problem-Solving: Check-In 1</p>	
<p>Advanced Technical Skills – Spreadsheet PBM 9(C) The student will apply advanced presentation applications. PBM 9(D) The student will demonstrate advanced spreadsheet applications by: (i) entering labels and values into spreadsheet cells. (ii) formatting labels and values. (iii) preparing tables, graphs, infographics and graphics. (iv) developing formulas and entering appropriate functions. (v) verifying formulas and functions with sample values.</p>	<p align="center">7 days</p>
<p>Project Management PBM 1(B) The student will demonstrate collaboration skills through teamwork. PBM 1(D) The student will demonstrate a positive, productive work ethic by performing assigned tasks as directed. PBM 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. PBM 3(B) The student will demonstrate positive work behaviors and attitudes, including punctuality, time-management, initiative, and cooperation. PBM 5(B) The student will identify and demonstrate skills needed to maintain effective work relations with relevant parties such as colleagues and customers. PBM 6(A) The student will analyze leadership in relation to trust, positive attitude, integrity, and willingness to accept key responsibilities in a work situation. PBM 6(B) The student will demonstrate teamwork skills through working cooperatively with others to achieve goals. PBM 6(C) The student will demonstrate teamwork processes that promote</p>	<p align="center">3 days</p>

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<p>team building, consensus, continuous improvement, respect for the opinions of others, cooperation, adaptability, and conflict resolution. PBM 6(D) The student will demonstrate responsibility for shared group and individual work tasks.</p>	
<p>Leadership – Famous Business Leaders PBM 6(A) The student will analyze leadership in relation to trust, positive attitude, integrity, and willingness to accept key responsibilities in a work situation. PBM 6(B) The student will demonstrate teamwork skills through working cooperatively with others to achieve goals. PBM 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. PBM 6(D) The student will demonstrate responsibility for shared group and individual work tasks. PBM 6(E) The student will establish and maintain effective working relationships by: (i) demonstrating interpersonal skills. (ii) using positive interpersonal skills to work cooperatively with others. (iii) negotiating effectively to arrive at decisions. (iv) demonstrating sensitivity to and value for diversity.</p>	<p align="center">7 days</p>
<p>Advanced Technical Skills – Database PBM 9(E) The student will construct advanced database applications. PBM 9(G) The student will enter data without error.</p>	<p align="center">6 days</p>
<p>Final Review and Exam</p>	<p align="center">2 days</p>
<p>Fourth Six Weeks</p>	
<p>Check List Progress & CTSO: Check-In 2</p>	
<p>General Housekeeping: Forms in Business PBM 1(E) The student will comply with all applicable rules, laws, and regulations. PBM 3(A) The student will adhere to policies and procedures. PBM 3(B) The student will demonstrate positive work behaviors and attitudes, including punctuality, time-management, initiative, and cooperation.</p>	<p align="center">2 days</p>
<p>Management & Interpersonal Skills PBM 1(B) The student will demonstrate collaboration skills through teamwork. PBM 5(A) The student will demonstrate professional qualities, including positive attitude, loyalty, and diplomacy. PBM 5(B) The student will identify and demonstrate skills needed to</p>	<p align="center">25 days</p>

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<p>maintain effective work relations with relevant parties such as colleagues and customers. PBM 5(G) The student will demonstrate methods for implementing and improving customer satisfaction. PBM 6(A) The student will analyze leadership in relation to trust, positive attitude, integrity, and willingness to accept key responsibilities in a work situation. PBM 6(B) The student will demonstrate teamwork skills through working cooperatively with others to achieve goals.</p>	
<p>Ethics in Business Project PBM 6(A) The student will analyze leadership in relation to trust, positive attitude, integrity, and willingness to accept key responsibilities in a work situation. PBM 1(D) The student will demonstrate a positive, productive work ethic by performing assigned tasks as directed.</p>	5 days
<p>Fifth Six Weeks</p>	
<p>Careers, Competencies & Credentials</p>	
<p>History of Office Manager PBM 2(G) The student will evaluate and compare employment options such as salaries, benefits, and prerequisites. PBM 2(I) The student will identify employment opportunities and complete job search procedures such as job applications and W-4.</p>	5 days
<p>Business Math in Retail PBM 9(D) The student will demonstrate advanced spreadsheet applications by: (i) entering labels and values into spreadsheet cells. (ii) formatting labels and values. (iii) preparing tables, graphs, infographics and graphics. (iv) developing formulas and entering appropriate functions. (v) verifying formulas and functions with sample values.</p>	12 days
<p>Banking & Financial Skills PBM 10(C) The student will read and reconcile bank statements. PBM 10(D) The student will maintain financial records. PBM 11(A) The student will determine equipment needed. PBM 11(B) The student will determine supplies needed. PBM 11(C) The student will establish equipment and supplies maintenance systems. PBM 11(D) The student will schedule equipment maintenance. PBM 11(E) The student will use equipment and supplies maintenance procedures.</p>	4 days

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<p>Banking Careers PBM 1(A) The student will communicate effectively with others using oral and written skills. PBM 9(A) The student will demonstrate advanced web search skills.</p>	<p style="text-align: center;">1 day</p>
<p>Employability Skills – Employment Search PBM 2(A) The student will assess personal marketability. PBM 2(B) The student will practice job-search strategies, including: (i) write a letter of application. (ii) prepare a resume. (iii) use networking techniques to identify employment opportunities. (iv) complete a job application. Interview PBM 2(C) The student will demonstrate proper interview techniques and professional dress and appearance. PBM 2(D) The student will interview for a job, performing proper interview techniques and modeling professional dress and appearance. PBM 2(E) The student will practice appropriate follow-up etiquette procedures, including: (i) write a thank you note. (ii) write a follow-up letter after a job interview. PBM 2(F) The student will identify skills and attributes necessary for professional advancement. PBM 2(G) The student will evaluate and compare employment options such as salaries, benefits, and prerequisites. PBM 2(H) The student will identify and rank tangible and intangible rewards of work. PBM 2(I) The student will identify employment opportunities and complete job search procedures such as job applications and W-4.</p>	<p style="text-align: center;">7 days</p>
<p>Webpage PBM 1(A) The student will communicate effectively with others using oral and written skills. PBM 9(A) The student will demonstrate advanced web search skills.</p>	<p style="text-align: center;">5 days</p>
<p>Sixth Six Weeks</p>	
<p>Culminating Activities</p>	
<p>History of Business in Retail/Going Global PBM 1(A) The student will communicate effectively with others using oral and written skills. PBM 9(A) The student will demonstrate advanced web search skills.</p>	<p style="text-align: center;">5 days</p>
<p>Scholarships for Post-Secondary PBM 1(A) The student will communicate effectively with others using oral</p>	<p style="text-align: center;">10 days</p>

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<p>and written skills. PBM 9(A) The student will demonstrate advanced web search skills. PBM 9(B) The student will demonstrate advanced word-processing skills by: (ii) inputting data using the touch system. (iv) applying correct grammar, spelling, punctuation, and other English mechanics. (v) using references and preparing notations. PBM 9(F) The student will perform scheduling functions electronically to facilitate on-time, prompt completion of work activities.</p>	
<p>Portfolio PBM 9(A) The student will demonstrate advanced web search skills. PBM 9(B) The student will demonstrate advanced word-processing skills by: (i) identifying customary styles of business documents such as memoranda, letters, emails, and reports. (ii) inputting data using the touch system. (iii) demonstrating basic writing techniques such as correct memorandum format, informal or formal style, and direct or indirect layout. (iv) applying correct grammar, spelling, punctuation, and other English mechanics. (v) using references and preparing notations.</p>	<p align="center">10 days</p>
<p>Presentations PBM 9(C) The student will apply advanced presentation applications.</p>	<p align="center">5 days</p>
<p>Final Review and Exam</p>	<p align="center">2 days</p>