

# BUSINESS MANAGEMENT PRACTICUM SYLLABUS

**INSTRUCTOR  
MRS. PRESSNELL  
ROOM 2415**

## Contact Information

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## COURSE INFORMATION

### Requirements:

This course is recommended for students in Grades 11 and 12.

### Recommended Prerequisite:

Business Information Management 1 and II.

### Introduction:

Students shall be awarded two credits for successful completion of this course. A student may repeat this course once for credit provided that the student is experiencing different aspects of the industry and demonstrating proficiency in additional and more advanced knowledge and skills.

**BEFORE YOU ARE ELIGIBLE TO LEAVE CAMPUS FOR WORK, YOU MUST BE "COLLEGE AND/OR CAREER READY".**

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**Burbank Bulldogs  
2020-2021**

**GRADING** Students will receive a traditional grade in this course.

**Grades are available at all times through iDataPortal for students.**

Progress reports are distributed in class every 3-weeks.

Report cards are sent home every 9-weeks

### **SUPPLIES**

- Writing utensil
- Notebook paper
- Folder/Binder
- FBLA Dues (\$25)

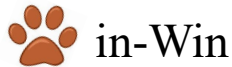
### **STUDENT CONDUCT**

**Any acts of classroom disruption** to the educational process that go beyond the normal rights of a student to question and discuss with instructors relative to subject content **will not be tolerated**, in accordance with the Academic Code of Conduct described in the Student Handbook

**CLASSROOM GUIDELINES FOR SUCCESS**

**P**ositive Attitude

**A**ccountability



**S**tay Focused

**CLASSROOM RULES**

**A**ctively Participate

**B**e on time (before the bell rings)

**C**onsider Others

**D**ress for Success

**E**lectronics are to be used ONLY when allowed

**EXAMINATION POLICY**

- 4-week exam
- 9-week exam
- (IB) GRASPS exam
- Unannounced pop-quizzes

*If you are absent or late, you are responsible for course notes, handouts and any lab assignments you missed.*

**APPEALS POLICY**

To appeal a grade, contact the instructor within two weeks of receiving your grade.

Overdue appeals requiring a Grade Change Form will not be considered.

**TUTORING**

If additional lab time is necessary, I will be available **Wednesday and Fridays after school in Rm. 2415** (with 24-hours notice).

**CAREER AND TECHNOLOGY STUDENT ORGANIZATION POLICIES:**

Business students should join the Future Business Leaders of America (FBLA).  
Dues for FBLA are \$25.  
Meetings are held twice a month.

*Officer positions are available this year. Check out the [National Officer Handbook](#).*

Members are eligible to:

- receive discounts with businesses through [FBLA Membership Benefits](#)
- apply for scholarships through [FBLA Scholarship Partners](#)
- participate in [FBLA Competitive Events](#) throughout the year.

Members are expected to:

- participate in community service projects as assigned.
- participate in [FBLA Fundraising](#) throughout the year.
- Practice leadership inside and out of the classrooms at all times.

Click this link to learn more [About FBLA-PBL](#).



Future Business Leaders of America-Phi Beta Lambda, Inc. is the largest career student business organization in the world.

Each year, over 230,000 members prepare for careers in business.

Check out [FBLA Fact Sheet](#) to find our more about who we are

Interested in what do we do? Here's the [FBLA Calendar of Events](#)

1. *Read this syllabus.*
2. *Reflect in writing on three (3) policies in this class that are setup to help you find success this year.*
3. *Turn-in \$25 FBLA dues by Sept. 30th.*
4. *Sign that you have reviewed the information*

X \_\_\_\_\_

# Texas Essential Knowledge & Skills

## §130.143. Practicum in Business Management (Two Credits), Adopted 2015.

**(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;
- (B) demonstrate collaboration skills through teamwork;
- (C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace;
- (D) demonstrate a positive, productive work ethic by performing assigned tasks as directed;
- (E) comply with all applicable rules, laws, and regulations; and
- (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.

**(2) The student identifies and implements employability skills to gain a position in a company. The student is expected to:**

- (A) assess personal marketability;
- (B) practice job-search strategies, including:
  - (i) write a letter of application;
  - (ii) prepare a resume;
  - (iii) use networking techniques to identify employment opportunities; and
  - (iv) complete a job application;
- (C) demonstrate proper interview tech-

niques and professional dress and appearance;

(D) interview for a job, performing proper interview techniques and modeling professional dress and appearance;

(E) practice appropriate follow-up etiquette procedures, including:

(i) write a thank you note; and

(ii) write a follow-up letter after a job interview;

(F) identify skills and attributes necessary for professional advancement;

(G) evaluate and compare employment options such as salaries, benefits, and prerequisites;

(H) identify and rank tangible and intangible rewards of work; and

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

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

- (A) adhere to policies and procedures;
- (B) demonstrate positive work behaviors and attitudes, including punctuality, time-management, initiative, and cooperation;
- (C) apply ethical reasoning to a variety of situations in order to make ethical decisions; and
- (D) complete tasks with the highest standards to ensure quality products and services.

**(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;

(B) exhibit productive work habits and attitudes, including accepting constructive criticism; and

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

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

(A) demonstrate professional qualities, including positive attitude, loyalty, and diplomacy;

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

(C) demonstrate a respect for different workplace cultures and individuals from different cultures, genders, and backgrounds;

(D) understand rights and responsibilities concerning sexual harassment in the workplace;

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

(F) explain the concepts of integrity and confidentiality as related to the office environment; and

(G) demonstrate methods for implementing and improving customer satisfaction.

**(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;

(B) demonstrate teamwork skills through working cooperatively with others to achieve goals;

(C) demonstrate teamwork processes that promote team building, consensus, continuous improvement, respect for the opinions of others, cooperation, adaptability, and conflict resolution;

(D) demonstrate responsibility for shared group and individual work tasks; and

(E) 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; and

(iv) demonstrating sensitivity to and value for diversity.

**(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;

(B) deliver messages to the appropriate person or department;

(C) coordinate arrangements for participants;

(D) follow calling and login procedures; and

(E) troubleshoot any problems.

**(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;

(B) apply ergonomic techniques to technology tasks;

(C) adhere to laws pertaining to computer crime, fraud, and abuse;

(D) follow procedures used to restart and recover from situations such as system failure and virus infection;

(E) follow policies to prevent loss of data integrity; and

(F) adhere to the organization's policies for technology use.

**(9) The student uses information technology tools to manage and perform work responsibilities. The student is expected to:**

(A) demonstrate advanced web search skills;

(B) 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; and

(v) using references and preparing notations;

(C) apply advanced presentation applications;

(D) 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; and

(v) verifying formulas and functions with sample values;

(E) construct advanced database applications;

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

(i) creating a calendar or schedule;

(ii) maintaining an appointment calendar;

(iii) verifying appointments;

(iv) coordinating travel arrangements;

(v) setting up meeting arrangements; and

(vi) disseminating meeting information to appropriate persons; and

(G) enter data without error.

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

(A) develop a budget based on personal financial goals;

(B) interpret a pay stub;

(C) read and reconcile bank statements;

(D) maintain financial records;

(E) demonstrate the wise use of credit;

(F) validate a credit history;

(G) protect against identity theft; and

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

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

(A) determine equipment needed;

(B) determine supplies needed;

(C) establish equipment and supplies maintenance systems;

(D) schedule equipment maintenance; and

(E) use equipment and supplies maintenance procedures.

**(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;

(B) critically analyze information to determine value to the problem-solving task;

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

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

*Source: The provisions of this §130.143 adopted to be effective August 28, 2017, 40 TexReg 6601.*