# Advanced Business Management & Entrepreneurship - Workplace Experience Course No. 32998 Credit: 1.0

|  |  |  |  |
| --- | --- | --- | --- |
| **Student name:**  |  | **Graduation Date:** |  |

Pathways and CIP Codes:Business Management & Entrepreneurship (52.0799)

Course Description: **Application Level:**  Advanced Business Management & Entrepreneurship Workplace Experience is a course which expands on the knowledge and skills a student has learned throughout the entire pathway of courses and provides a second level of application in the industry.

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Interpersonal Skills: Examine and employ interpersonal skills in making informed decisions to continue business operations.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Demonstrate the ability to build successful relationships with clients/customers. |  |
| 1.2 | Participates in development programs, civic  meetings, conferences, functions, industry trade  associations, and other community based programs. |  |
| 1.3 | Develops and maintains professional working  relationships.  |  |

## Benchmark 2: Communication: Demonstrate use of the concepts, strategies, and systems for obtaining and conveying ideas and information to enhance communication in the workplace.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Apply verbal skills when obtaining and conveying  information. |  |

## Benchmark 3: Communications: Use correct grammar, punctuation and terminology to write and edit documents.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Compose internal and external multi-paragraph  documents clearly, succinctly, and accurately to  convey and obtain information effectively.  |  |
| 3.2 | Demonstrate proficiency in sharing & collaborating  with online documents. |  |

## Benchmark 4: Communications: Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Develop and deliver oral presentations to provide  information for specific purposes. |  |
| 4.2 | Demonstrate ability to post presentations online. |  |

## Benchmark 5: Professional Knowledge: Demonstrate professional skill and/or knowledge in areas of the Business Management and Administration industry.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 5.1 | Demonstrate knowledge of the understanding of business management and entrepreneurship concepts. |  |
| 5.2 | Demonstrate ability to collect and analyze feedback  from presentations or other business management and entrepreneurship activities.  |  |

## Benchmark 6: Technical Skills: Demonstrate technical knowledge and skills.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 6.1 | Utilize knowledge and skills to perform job duties to  industry standards. |  |

## Benchmark 7: Technical Skills: Demonstrate high aptitude for business management and entrepreneurship.

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 7.1 | Implement lateral thinking. |  |
| 7.2 | Compile evidence of work experience and technical skill development. |  |
| 7.3 | Demonstrate the twelve identified Career Ready Practices (Cross-walked with Employability Skills/Career Success Skills). |  |
| 7.4 | Implement the ability to analyze scenarios and draw  suitable conclusions. |  |

## Benchmark 8: Problem Solving and Decision Making: Assess the marketing implication of a complicated business structure.

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 8.1 | Develop personalized solutions for a client. |  |

## Benchmark 9: Problem Solving and Decision Making: Connect and analyze information for sound decision making.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 9.1 | Gather, organize, summarize and analyze data within  prescribed timeframes. |  |
| 9.2 | Analyze ROI for promotion plan. |  |
| 9.3 | Analyze stage of product life cycle. |  |
| 9.4 | Review, examine and prepare documents and  projections. |  |
| 9.5 | Recommend corrective action when necessary based  on acquired knowledge and observation of best  practices in the industry while maintaining  confidentiality. |  |

## Benchmark 10: Technology Tools: Employ technological tools to expedite workflow.

### Competencies

| **#** | **Description** | **rating** |
| --- | --- | --- |
| 10.1 | Use information technology tools to manage and  perform work responsibilities. |  |

## Benchmark 11: Technology Tools: Operate writing and publishing applications to prepare business communications.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 11.1 | Prepare simple documents and other business  communications. |  |

## Benchmark 12: Employability and Career Development: Explore, obtain, and develop strategies for ensuring a successful business career.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 12.1 | Develop personal traits and behaviors to foster career advancement. |  |
| 12.2 | Demonstrate employability/career success skills.  |  |

## Benchmark 13: Employability and Career Development: Demonstrate skills related to seeking and applying for employment to find and obtain a desired job.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 13.1 | Create the standards and qualifications that must be  met in order for entering a career. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

CTE Pathways Help Desk

(785) 296-4908

pathwayshelpdesk@ksde.org



900 S.W. Jackson Street, Suite 102

Topeka, Kansas 66612-1212

[https://www.ksde.org](https://www.ksde.org/)

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.