

Idaho PTE Business Education Course w/Essential Learning Outcomes

Course Title	ADMINISTRATIVE ASSISTANT INTERNSHIP		
SDPTE Course ID	BE 0640	IBED	IBED 12998

A course designed to allow a student the opportunity to serve as an intern to the local school district or school building office. The student will demonstrate competencies and skills acquired while working through an approved sequence of courses in the business/management program.

Term	Semester/Trimester	Preq	Instructor Approval
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Notes:

Career Development CDev_1: Demonstrate Knowledge of Self-Awareness

- CDev_1.1 Assess personal skills, abilities, and aptitudes as they relate to career exploration and development.
- CDev_1.2 Assess personal strengths and weaknesses as they relate to career exploration and development.

Career Development CDev_2: Demonstrate Knowledge of Career Research

- CDev_2.1 Utilize career resources to develop a knowledge base of career information.
- CDev_2.2 Utilize a Career Information Database to prepare a career portfolio.

Career Development CDev_3: Demonstrate Knowledge of Workplace Expectations

- CDev_3.1 Relate work ethic to career development.
- CDev_3.2 Relate workplace relationships to career development.
- CDev_3.3 Relate workplace diversity to career development.
- CDev_3.4 Relate workplace communication skills to career development.
- CDev_3.5 Maintain safe and healthy environment.

Career Development CDev_4: Demonstrate Knowledge of Career Strategy

- CDev_4.1 Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.
- CDev_4.2 Demonstrate an understanding of the goal setting process through setting short- and long-term career goals.
- CDev_4.3 Develop an individual career plan.

Career Development CDev_5: Demonstrate Knowledge of School-to-Work Transition

- CDev_5.1 Utilize different workplace experiences to make an effective transition from school to work.
- CDev_5.2 Develop an employment portfolio.
- CDev_5.3 Develop strategies to search for jobs of interest.
- CDev_5.4 Demonstrate an understanding of all elements involved in the job application process.

Career Development CDev_6: Demonstrate Knowledge of Lifelong Learning

- CDev_6.1 Relate the importance of lifelong learning to personal growth.
- CDev_6.2 Relate the importance of lifelong learning to career growth.

Communications Comm_1: Demonstrate Knowledge of Foundations of Communications

- Comm_1.1 Through vocal expression, communicate in a clear, courteous, concise, and correct manner on personal and professional levels.
- Comm_1.2 Obtain and interpret information through reading.
- Comm_1.3 Communicate in a written format in a clear, courteous, concise, and correct manner on personal and professional levels.
- Comm_1.4 Students will demonstrate active listening skills.

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Communications *Comm_2: Demonstrate Knowledge of Social Communications*

- Comm_2.1 Demonstrate the development of a positive self-concept through personal appearance and interaction with others.
- Comm_2.2 Apply basic social communication skills in personal and professional situations.

Communications *Comm_3: Demonstrate Knowledge of Technological Communications*

- Comm_3.1 Use technology to enhance the effectiveness of communications.

Communications *Comm_4: Demonstrate Knowledge of Employment Communications*

- Comm_4.1 Integrate all forms of communication in the successful pursuit of a career.

Communications *Comm_5: Demonstrate Knowledge of Organizational Communications*

- Comm_5.1 Incorporate appropriate customer-service strategies to communicate effectively with various business constituencies.
- Comm_5.2 Incorporate appropriate standards of personal ethics to communicate effectively with various business constituencies.
- Comm_5.5 Incorporate standards of personal ethics to communicate effectively with various business constituencies.

Information Systems *IS_2: Demonstrate Knowledge of Industry Standard Software Applications*

- IS_2.1 Select and apply word processing software.
- IS_2.2 Select and apply spreadsheet software.

Management *Mgmt_1: Demonstrate Knowledge of Functions of Management*

- Mgmt_1.1 Illustrate how the planning function is implemented and explain why it is important.
- Mgmt_1.2 Illustrate how the organizing function is implemented and explain why it is important.
- Mgmt_1.3 Illustrate how the directing function is implemented and explain why it is important.

Management *Mgmt_5: Demonstrate Knowledge of Human Resource Management*

- Mgmt_5.1 Describe employee development and its importance to the successful operation of the organization.

Management *Mgmt_7: Demonstrate Knowledge of General Management skills*

- Mgmt_7.1 Develop and use time management skills.

Management *Mgmt_9: Demonstrate Knowledge of Government Regulations and Social Responsibility*

- Mgmt_9.2 Identify, describe, and analyze the impact and relationship of community involvement to business management decisions.
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