

Idaho PTE Business Education Course w/Essential Learning Outcomes

Course Title	BUSINESS ADMINISTRATION MANAGEMENT (CAPSTONE)		
SDPTE Course ID	BE 0650 (ME 0650)	IBED	IBED 12049

A course designed to provide students project-based application of essential business and marketing competencies. The course demonstrates proficiency in the following areas: leadership, accounting principles, technology, salesmanship, marketing/entrepreneurship, general business principles, business law, human relations skills, public speaking, business communications, keyboarding skill development, computer applications, career awareness, job seeking skills. NOTE: This class may serve as a "Capstone" course which should be an in-depth project-based application that is inclusive of business management and operation components.

Term	Semester/Trimester/Year	Preq	BE 0022
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Notes:

Accounting Acct_2: Financial Reports

Acct_2.1 Develop an understanding and working knowledge of an annual report and financial statements.

Accounting Acct_3: Financial Analysis

Acct_3.1 Interpret financial statements to make informed business decisions.

Accounting Acct_4: Demonstrate Knowledge of the Accounting Process

Acct_4.4 Complete the various steps of the accounting cycle and explain the purpose of each step.

Accounting Acct_6: Demonstrate Knowledge in the Interpretation and Use of Data

Acct_6.2 Apply differential analysis and present value concepts to make decisions.

Business Law BLaw_1: Demonstrate Knowledge of Basics of the Law

BLaw_1.1 Analyze the relationship between ethics and the law.

BLaw_1.2 Describe the sources of the law.

Business Law BLaw_7: Demonstrate Knowledge of Computer Law

BLaw_7.1 Explain how the advances in computer technology impact upon such areas as property law, contract law, criminal law, and international law.

Business Law BLaw_11: Applications: Legal Specialty Activities

BLaw_11.4 Apply knowledge of terminology related to areas of law, the court system, and the legal office.

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.

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_3.4 Relate workplace communication skills to career development.

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.

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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.
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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.
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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.
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Communications Comm_5: Demonstrate Knowledge of Organizational Communications

- Comm_5.2 Incorporate appropriate standards of personal ethics to communicate effectively with various business constituencies.
 - Comm_5.3 Incorporate appropriate leadership techniques to communicate effectively with various business constituencies.
 - Comm_5.5 Incorporate standards of personal ethics to communicate effectively with various business constituencies.
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Economics and Personal Finance EcPF_1: Demonstrate Knowledge of Scarcity, Choice, and Opportunity Costs

- EcPF_1.1 Identify opportunity costs and trade-offs involved in making choices about how to consume scarce economic resources and the effects they have on budgeting.
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Economics and Personal Finance EcPF_2: Demonstrate Knowledge of Personal Decision Making

- EcPF_2.1 Use a rational decision-making process as it applies to the roles of citizens, workers, and consumers.
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Economics and Personal Finance EcPF_13: Demonstrate Knowledge of the Role of Citizens

- EcPF_13.1 Describe rights and responsibilities of citizens in the U.S. economy.
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Economics and Personal Finance EcPF_15: Demonstrate Knowledge of Making Career Choices

- EcPF_15.1 Relate personal interests, wants and abilities to career choices and assess how conditions in the labor market may affect career choices.
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Entrepreneurship Entr_1: Demonstrate Knowledge of Entrepreneurship Characteristics

- Entr_1.1 Identify unique characteristics of an entrepreneur and evaluate the degree to which one possesses those characteristics.
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Entr_1.3 Analyze potential business opportunities in relation to personal preferences, financial worthiness, and perceived risk.

Entr_1.4 Apply the steps in the problem-solving process to solve actual and potential business problems.

Entrepreneurship Entr_2: Demonstrate Knowledge of Marketing

Entr_2.1 Develop a marketing plan for identifying the market.

Entr_2.2 Develop a marketing plan for reaching the market.

Entr_2.3 Develop a marketing plan for keeping and increasing your market.

Entrepreneurship Entr_3: Demonstrate Knowledge of Economics

Entr_3.1 Apply economic concepts when making decisions for an entrepreneurial venture.

Entrepreneurship Entr_4: Demonstrate Knowledge of Finance

Entr_4.3 Interpret financial statements to make appropriate decisions.

Entrepreneurship Entr_5: Demonstrate Knowledge of Accounting

Entr_5.3 Demonstrate and understanding of how to establish and use appropriate records based on the needs of a business.

International Business IntB_3: Demonstrate Knowledge of International Business Communications

IntB_3.3 Apply technology to communication in a necessary and appropriate manner for effective and profitable international business relations.

Information Systems IS_1: Demonstrate Knowledge of the Foundations of Information Systems

IS_1.1 Identify and use various input technologies that include keyboarding, voice recognition, handwriting recognition, optical character recognition, and other forms of emerging input technologies.

IS_1.2 Demonstrate a knowledge of computers and the ability to use them.

IS_1.3 Identify the need for applications of technology in business, industry, society and on a global scale.

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.

Information Systems IS_3: Demonstrate Knowledge of Common Applications of Information Systems

IS_3.1 Identify, select, evaluate, and use application 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.

Management Mgmt_7: Demonstrate Knowledge of General Management skills

Mgmt_7.2 Describe and use technology as it relates to the management process.

Marketing Mktg_1: Demonstrate Knowledge of Marketing Roles

Mktg_1.1 Identify the roles of marketing and analyze the impact of marketing on the individual, business, and society.

Marketing Mktg_3: Demonstrate Knowledge of External Factors to Business

Mktg_3.5 Identify and explain how technology influences/dictates marketing decisions.
