

(14) demonstrates leadership and teamwork skills in collaborating with others to accomplish goals and objectives.	X	X	<ul style="list-style-type: none"> • troubleshoot any problems. • create a calendar or schedule; • maintain an appointment calendar; • verify appointments; • coordinate travel arrangements; and • set up meeting arrangements. • demonstrate advanced web search skills; • demonstrate advanced word-processing skills; • apply advanced presentation applications; • construct advanced database applications; • demonstrate advanced spreadsheet applications; and • create a web page for business applications. • select appropriate software for creating spreadsheets; • enter labels and values into spreadsheet cells; and • (format labels and values. • develop formulas and enter appropriate functions; and • verify formulas and functions with sample values. • select proper layout such as direct and indirect; • apply correct grammar, spelling, punctuation, and other English mechanics; • prepare correct memoranda format; • enter data without error; and • disseminate to appropriate persons. • determine use of documents for purposes such as sales, claims, and good news; • prepare correct layout; • apply correct grammar, spelling, punctuation, and other English mechanics; and • enter data without error. • determine purpose of a report; <i>Adopted to be effective August 23, 2010.</i> • select proper method of writing such as short and informal; • prepare tables, graphs, and graphics; • use references and prepare notations; • apply correct grammar, spelling, punctuation, and other English mechanics; and • enter data without error. • maintain records of petty cash disbursements; • replenish petty cash; • increase or decrease cash fund accounts as necessary; • prepare endorsement; • reconcile; and • verify totals. • compare an electronic or a manual checkbook to a bank statement; • add deposits not credited; • subtract checks not cleared; • subtract bank charges from a checkbook;
15) The student maintains work flow to enhance productivity.	X	X	
(16) The student implements processes for purchasing business supplies, equipment, and services.	X	X	
(17) The student establishes procedures to maintain equipment and supplies.	X	X	
(18) The student identifies career opportunities in business occupations and implements job-seeking skills to obtain employment.	X	X	
(19) The student applies principles of effective human relations skills.	X	X	
(20) The student uses employability skills to gain a position in a company.	X	X	
(21) The student identifies skills and attributes necessary for professional advancement.	X	X	
(22) The student develops skills for success in the workplace.	X	X	
(23) The student applies work ethics, job expectations, multicultural considerations, and communication skills in the workplace.	X	X	
(24) The student applies word-processing technology.	X	X	
(25) The student demonstrates project-management skills to improve workflow and minimize costs.	X	X	

		X	<ul style="list-style-type: none"> ensure a bank statement balance equals a checkbook balance.
		X	<ul style="list-style-type: none"> analyze leadership in relation to trust, positive attitude, integrity, and willingness to accept key responsibilities in a work situation;
		X	<ul style="list-style-type: none"> demonstrate teamwork skills through working cooperatively with others to achieve goals;
		X	<ul style="list-style-type: none"> demonstrate teamwork processes that promote team building, consensus, continuous improvement, respect for the opinions of others, cooperation, adaptability, and conflict resolution;
		X	<ul style="list-style-type: none"> demonstrate responsibility for shared group and individual work tasks; and
		X	<ul style="list-style-type: none"> establish and maintain effective working relationships.
		X	<ul style="list-style-type: none"> organize and prioritize work;
		X	<ul style="list-style-type: none"> complete assigned tasks in a timely manner;
		X	<ul style="list-style-type: none"> <i>Adopted to be effective August 23, 2010.</i>
		X	<ul style="list-style-type: none"> coordinate work with that of team members;
		X	<ul style="list-style-type: none"> assist with overflow work; and
		X	<ul style="list-style-type: none"> coordinate submission of proposals.
		X	<ul style="list-style-type: none"> maintain vendor and supplier relationships;
		X	<ul style="list-style-type: none"> conduct vendor and supplier searches;
		X	<ul style="list-style-type: none"> negotiate terms with vendors.
		X	<ul style="list-style-type: none"> determine equipment needed;
		X	<ul style="list-style-type: none"> determine supplies needed;
		X	<ul style="list-style-type: none"> establish equipment and supplies maintenance systems;
		X	<ul style="list-style-type: none"> schedule equipment maintenance; and
		X	<ul style="list-style-type: none"> use equipment and supplies maintenance procedures.
		X	<ul style="list-style-type: none"> assess personal marketability;
		X	<ul style="list-style-type: none"> identify appropriate employment opportunities and those emerging through technology by analyzing established resources; and
		X	<ul style="list-style-type: none"> use job-search strategies.
		X	<ul style="list-style-type: none"> demonstrate professional qualities, including positive attitude, loyalty, and diplomacy;
		X	<ul style="list-style-type: none"> demonstrate professionalism through personal appearance, neatness of work area, and correctness of completed tasks;
		X	<ul style="list-style-type: none"> identify and demonstrate skills needed to maintain effective work relations with colleagues;
		X	<ul style="list-style-type: none"> demonstrate a respect for individual differences;
		X	<ul style="list-style-type: none"> apply tact in handling criticism and disagreement or disappointment, accept constructive criticism, and revise personal views when valid evidence warrants;
		X	<ul style="list-style-type: none"> explain the concepts of integrity and confidentiality as related to the office environment;
		X	<ul style="list-style-type: none"> plan, staff, lead, and organize human

		X	resources to enhance productivity and satisfaction;
		X	<ul style="list-style-type: none"> assist with staff growth and development and train staff on system usage; and <i>Adopted to be effective August 23, 2010.</i>
		X	<ul style="list-style-type: none"> implement methods for improving employee satisfaction.
		X	<ul style="list-style-type: none"> identify employment opportunities and complete job search procedures such as job applications and W-4 forms;
		X	<ul style="list-style-type: none"> (B) demonstrate proper interview techniques, professional dress, and appearance; and
		X	<ul style="list-style-type: none"> create appropriate documents such as applications and thank you letters.
		X	<ul style="list-style-type: none"> evaluate and compare employment options such as salaries, benefits, and prerequisites; and
		X	<ul style="list-style-type: none"> demonstrate proper interview techniques in various situations.
		X	<ul style="list-style-type: none"> explain importance of and model appropriate dress, hygiene, and demeanor for the work assignment;
		X	<ul style="list-style-type: none"> demonstrate dependability, punctuality, and initiative;
		X	<ul style="list-style-type: none"> exhibit productive work habits and attitudes;
		X	<ul style="list-style-type: none"> demonstrate the ability to work with the other employees to promote the organization and complete assigned tasks;
		X	<ul style="list-style-type: none"> prioritize work to fulfill responsibilities and meet deadlines; and
		X	<ul style="list-style-type: none"> identify and rank tangible and intangible rewards of work.
		X	<ul style="list-style-type: none"> illustrate how personal integrity affects human relations on the job;
		X	<ul style="list-style-type: none"> demonstrate characteristics of successful working relationships such as teamwork, self-control, and ability to accept criticism;
		X	<ul style="list-style-type: none"> analyze employer expectations;
		X	<ul style="list-style-type: none"> demonstrate a respect for the rights of others;
		X	<ul style="list-style-type: none"> communicate effectively using verbal, written, and electronic channels;
		X	<ul style="list-style-type: none"> identify ethical standards; and
		X	<ul style="list-style-type: none"> compare organizational policies and procedures.
		X	<ul style="list-style-type: none"> identify customary styles of business documents;
		X	<ul style="list-style-type: none"> input data using the touch system;
		X	<ul style="list-style-type: none"> demonstrate basic writing techniques;
		X	<ul style="list-style-type: none"> produce business documents;
		X	<ul style="list-style-type: none"> edit a variety of written documents; and
		X	<ul style="list-style-type: none"> identify technologies that enhance or replace the touch system of data entry.
		X	<ul style="list-style-type: none"> identify resources needed for a project; <i>Adopted to be effective August 23, 2010.</i>
		X	<ul style="list-style-type: none"> develop a project plan; and
		X	<ul style="list-style-type: none"> apply project-management tools to monitor progress

Description of Specific and Related Occupational Training

§127.13. Career Preparation I (Two to Three Credits).

The occupational essential knowledge and skills listed below are provided as a convenience to promote quality standards in work-based training. Additional space is available to add specific training opportunities not otherwise identified as essential knowledge and skills. NOTE: Occupational training objectives having no state adopted essential knowledge and skills will require the training plans to be individually developed. State Adopted Essential Knowledge and Skills

State Adopted Essential Knowledge and Skills TEKS = Diversified Career Preparation	To Be Done		Related Study Assignments
	Work-Based Instruction	Class Instruction	
1. Use employability skills to gain an entry-level job in a high-skill, high-wage, or high-demand field.	X	X	<ul style="list-style-type: none"> ▪ identify employment opportunities; ▪ demonstrate the application of essential workplace skills in the career acquisition process; ▪ develop a personal resumé. ▪ complete job search documents, including job applications and I-9 and W-4 forms. ▪ demonstrate proper interview techniques in various situations. ▪ identify and model appropriate grooming and appearance for the workplace. ▪ demonstrate dependability, punctuality, and initiative. ▪ research positive interpersonal skills, including respect for diversity. ▪ exhibit productive work habits, ethical practices, and a positive attitude. ▪ research characteristics of successful working relationships such as teamwork, conflict resolution, self-control, and ability to accept criticism. ▪ demonstrate respect for the rights of others. ▪ comply with organizational policies and procedures. ▪ apply mathematical skills to business transactions. ▪ interpret data from tables, charts, and graphs to estimate and find solutions to problems. ▪ organize, write, and compile workplace business documents. ▪ demonstrate responsible and ethical behavior; ▪ summarize provisions of the Fair Labor Standards Act. ▪ identify and practice effective interpersonal and team-building skills with coworkers, managers, and customers. ▪ develop effective leadership skills through participation in activities such as career and technical student organizations. ▪ identify and apply safe working practices related to training station. ▪ explain Occupational Safety and Health Administration regulations in the workplace; and ▪ analyze the future employment outlook in the occupational area. ▪ determine continuing education opportunities that enhance career advancement and promote lifelong learning.
2. Develop skills for success in the workplace.	X	X	
3. Apply work ethics, employer expectations and interactions with diverse populations, and communication skills in the workplace.	X	X	
4. Apply academic skills to job skills.	X	X	
5. Apply ethical behavior standards and legal responsibilities within the workplace.	X	X	
6. Apply the use of self-development techniques and interpersonal skills to accomplish objectives.	X	X	
7. Apply concepts and skills related to safety at the workplace.	X	X	
8. The student evaluates personal attitudes and work habits that support career retention and advancement.	X	X	
9. The student identifies skills and attributes necessary for professional advancement.	X	X	

Note: The above should serve as a suggested format. Space allowances should be expanded to accommodate inclusion of appropriate information.