

GOAL B:

The student will use the abilities to think critically, act professionally, and prepare and deliver clear, concise written and oral communications to develop workplace projects that meet business objectives.

Learning Objectives: The student will:

- B-1 Demonstrate how to use well developed investigative questions as a guide to determine the kinds of information necessary to solve a business problem.
- B-2 Explain how to find reliable data sources that will assist to answer investigative questions.
- B-3 Summarize the detailed process of identifying and defining a problem, asking the correct questions to understand the information necessary for problem solution.
- B-4 Describe the importance and appropriateness of professional attire and utilize professional etiquette in appropriate business situations.
- B-5 Explain the importance of individual professionalism and civility in the workplace.
- B-6 Apply effective writing skills, including proper grammar and punctuation, in meeting business needs.
- B-7 Apply effective oral presentation skills.
- B-8 Demonstrate an ability to effectively lead, as well as know when to follow, in a team environment.

GOAL C:

The student will comprehend how intrapersonal effectiveness impacts organizational effectiveness.

Learning Objectives: The student will:

- C-1 Explain the value of self-reflecting on one's actions and how those actions may impact others in the workplace.
- C-2 Explain the meaning of self-management in relation to self-improvement planning, goal setting, building relationships, and one's ability to contribute to organizations or one's community.