



**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.