Learning Targets for Business Internship

I can effectively….

\_   Understand leadership styles

\_   Understand leadership duties

\_   Organize and run community service projects

\_   Be an effective leader in my community

\_   Recognize needs in my community

\_   Conduct myself professionally in a meeting

\_   Compete in business simulations

\_   Understand the importance of getting along with others

\_   Develop verbal and non-verbal communication skills

\_   Demonstrate occupational competencies

\_   Broaden knowledge, skills, and attitudes

\_   Expand leadership and human relation skills

\_   Identify my personal interests and talents

\_   Understand why I must consider my abilities, aptitudes, and interests when planning my career

\_   Determine my personal priorities and goals

\_   Identify the various career clusters and the jobs within those clusters

\_   Identify the educational requirements for the careers that interest me

\_   Identify what is important to me about a career including: salary, benefits, advancement opportunities, and working conditions

\_   Identify diversity trends

\_   Identify benefits of diversity in the workplace

\_   Identify types of harassment in the workplace

\_   Take action against harassment or discrimination in the workplace

\_   Identify indirect and direct causes of accidents at the workplace

\_   Compare the costs of workplace accidents to the employee, employer, and economy

\_   Identify ways to prevent accidents on the job

\_   Understand what to do when an accident occurs on the job site

\_   Understand the role of the government in protecting your health

I will effectively develop my workplace skills through….

\_   Supervisor-Intern Communication

\_   Professionalism

\_   Time Management

\_   Quality of Work

\_   Ethics/Integrity

\_   Critical Thinking Skills

\_   Punctuality, Attendance, and Preparedness

\_   Selection of Tools / Technology

\_   Problem Solving

\_   Attitude

\_   Focus on the Task

\_   Working with Others

\_   Initiative

I can effectively use the basic features of Microsoft Word 2010, including:

\_             Using and customizing the Ribbon

\_             Using the Quick Access Toolbar and Backstage View

\_             Creating, opening, and saving a document

\_             Working with and modifying text, including: inserting, deleting, selecting, copy and paste, cut and paste, drag and drop, and find and replace

\_             Formatting text, including: font size, font, font color, highlighting text, bold, italics, underline, text case, and alignment

\_             Understanding the various ways to save Word documents including Save, Save As, Auto Recover, and PDF

\_             Modifying the page layout, including: orientation, size, margins, and setup

\_             Using the Spelling and Grammar Check features

\_             Previewing and printing the document using Print Preview, Quick Print, and Print

I can effectively use the basic features of Microsoft Excel 2010, including:

\_             Using and customizing the Ribbon

\_             Using the Quick Access Toolbar and Backstage View

\_             Creating, opening, and saving workbooks

\_             Inserting, deleting, and modifying cell contents

\_             Using copy and paste, drag and drop, and fill handle commands

\_             Modifying columns, rows, and cells using insert, delete, wrap, and merge

\_             Formatting cells including font changes, borders, alignment, and number and date formatting

\_             Understanding the various ways to save Excel documents including Save, Save As, Auto Recover, and PDF

\_             Creating simple formulas using cell references and point and click

\_             Editing formulas

\_             Renaming, inserting, deleting, and copying worksheets

\_             Color coding worksheet tabs

\_             Grouping and ungrouping

\_             Freezing worksheet panes

\_             Viewing and modifying the layout of the worksheet for printing

I can effectively use the basic features of Microsoft PowerPoint 2010, including:

\_             Creating and navigating PowerPoint

\_             Using and customizing the Ribbon

\_             Using the Quick Access Toolbar and Backstage View

\_             Creating, opening, and saving a PowerPoint

\_             Working with and modifying slides, including:

\_             Slide layout

\_             Placeholder

\_             Text box

\_             Inserting new slide

\_             Coping and pasting,  duplicating, deleting, and moving a slide

\_             Understanding the different slide show views, including: Outline and Notes

\_             Working with and modifying text, including: inserting, deleting, selecting, copy and paste, cut and paste, drag and drop, and find and replace

\_             Formatting text and text boxes, including: font size, font, font color, bold, italics, underline, and text direction

\_             Applying themes, including: theme elements and slide layouts

\_             Inserting images from a file, Clip Art, screen shots, screen clipping, including: resizing and moving

\_             Applying and modifying Transitions and Animations

\_             Presenting a slide show and understanding presentation tools and features

\_             Understanding the various ways to save a PowerPoint including Save, Save As, Auto Recover, and PDF

I will be able to understand the purpose of and properly format….

\_   Cover Letter

\_   Resume

\_   References

\_   Application

\_   Interview Questions

\_   Thank You Letter

\_   Resignation Letter