

§130.120. Virtual Business (One-Half to One Credit).

(a) General requirements. This course is recommended for students in Grades 10-12.
Recommended prerequisite: Touch System Data Entry.

(b) Introduction. Students incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions. Students will be able to identify steps needed to locate customers, set fees, and develop client contracts. Student will be able to provide administrative, creative, and technical services using advanced technological modes of communication and data delivery. The student builds a functional website that incorporates the essentials of a virtual business.

(c) Knowledge and skills.

(1) The student analyzes an overview of starting and growing a virtual business office. The student is expected to:

- (A) identify the nature, history, and duties of a virtual business office;
- (B) list benefits afforded to virtual assistants and their clients;
- (C) assess personality characteristics to determine suitability for being a self-employed virtual business office employee; and
- (D) inventory skills, interests, strengths, and weaknesses to determine appropriate services to offer.

(2) The student demonstrates online and off-line marketing, including establishing a web presence. The student is expected to:

- (A) create and design a website for a virtual business office;
- (B) describe details of setting up a virtual business office;
- (C) determine appropriate marketing and advertising of a virtual business office;
- (D) describe steps to successfully market a virtual business office; and
- (E) participate in leadership and career development activities.

(3) The student develops contracts appropriate for virtual business office services provided. The student is expected to:

- (A) research details of setting up a virtual business office;

(B) determine particulars of communicating with clients locally and remotely;
and

(C) appropriately set fees for virtual business office services provided.

(4) The student establishes pricing, billing, and collections procedures. The student is expected to:

(A) research pricing and billing practices of a virtual business office;

(B) research and determine appropriate recordkeeping and tax issues; and

(C) apply fundamental bookkeeping skills for a virtual business office.

(5) The student describes legal and tax issues related to running a virtual business office. The student is expected to:

(A) determine local licensing requirements and properly set up a virtual business office and research support resources; and

(B) describe the advantages and disadvantages of the various forms of legal construction of a virtual business office.

(6) The student maintains business records to facilitate management. The student is expected to:

(A) describe the nature of business records needs for a virtual business office;
and

(B) maintain customer records.

(7) The student acquires information to analyze business decision making. The student is expected to:

(A) monitor internal records for business information; and

(B) conduct an environment scan to obtain business information and interpret statistical findings.

(8) The student demonstrates project-management skills to improve workflow and minimize costs. The student is expected to:

(A) identify resources needed for a project;

(B) develop a project plan and apply project-management tools to monitor project progress;

(C) evaluate project results; and

(D) coordinate work with that of team members and assist with overflow work.

Source: The provisions of this §130.120 adopted to be effective August 23, 2010, 34 TexReg 5923.