**MINISTERIO DE EDUCACION PÚBLICA**

**DEPARTAMENTO DE ESPECIALIDADES TÉCNICAS**

**COLEGIO TECNICO PROFESIONAL……………**

**Especialidad:**

**BILINGUAL SECRETARY XI**

**INFORMACIÓN GENERAL**

|  |  |
| --- | --- |
| Nombre del estudiante |  |
| Especialidad: |  |
| Nivel: X ( ) XI ( \*\* ) XII ( ) |  |
| Fecha de nacimiento |  |
| Dirección exacta de residencia |  |
| Números de teléfono |  |
| Correo electrónico |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SUB ÁREA: **Gestión Empresarial** | | | | | | |
| **Unidad de estudio:** **Trámites empresariales** | | | | | | |
| **Propósito:** Demostrar habilidades y destrezas necesarias para realizar trámites empresariales en general. | | | | | | |
| **Criterio de desempeño** | **Evidencia** | **Alcanzadas** | | **Estrategias por mejorar y Observaciones** | **Competente** | |
| **Si** | **Aún no** | **Si** | **Aún no** |
| Define conceptos básicos de economía y su relación con las funciones empresariales. | Explica los factores de producción. |  |  |  |  |  |
|  | Concientiza acerca de la importancia del desarrollo sostenible. |  |  |  |  |  |
| Aplicar los elementos de matemática financiera en operaciones contables. | Calcula operaciones matemáticas básicas. |  |  |  |  |  |
|  | Resuelve operaciones de descuento simple y descuento de pronto pago. |  |  |  |  |  |
| SUB ÁREA: **Gestión Empresarial** | | | | | | |
| **Unidad de estudio:** **Trámites empresariales** | | | | | | |
| **Propósito:** Demostrar habilidades y destrezas necesarias para realizar trámites empresariales en general. | | | | | | |
| **Criterio de desempeño** | **Evidencia** | **Alcanzadas** | | **Estrategias por mejorar y Observaciones** | **Competente** | |
| **Si** | **Aún no** | **Si** | **Aún no** |
| Elabora los documentos comerciales sencillos y complejos. | Efectúa los pasos correctos para completar información en los diferentes documentos comerciales. |  |  |  |  |  |
|  | Realiza el llenado de la documentación comercial. |  |  |  |  |  |
| Examina los diversos trámites relacionados con las actividades empresariales. | Interpreta la importancia de los servicios bancarios. |  |  |  |  |  |
|  | Ejemplifica los diferentes servicios bancarios. |  |  |  |  |  |

|  |  |
| --- | --- |
| **Nombre del estudiantes y firma:** | **Fecha:** |
| **Nombre del docente y firma:** |
| **Nombre del encargado y firma:** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sub-área: Gestión Empresarial** | | | | | | | | |
| **Unidad de estudio: Fundamentos de Contabilidad** | | | | | | | | |
| **Propósito:** Construir los diferentes estados económicos y financieros para una empresa de servicios. | | | | | | | | |
| **Criterio de desempeño** | **Evidencia** | **Alcanzadas** | | | **Estrategias por mejorar y Observaciones** | | **Competente** | |
| **Si** | | **Aún no** | **Si** | **Aún no** |
| Aplica los elementos básicos de la contabilidad. | Define cada uno de los elementos básicos de la contabilidad. |  | |  |  | |  |  |
|  | Cita las características de cada uno de los elementos básicos de la contabilidad. |  | |  |  | |  |  |
|  | Resuelve ejercicios donde identifica cada uno de los elementos básicos de la contabilidad. |  | |  |  | |  |  |
| Distinguir cada uno de los elementos básicos que intervienen en la ecuación contable y el principio de la partida doble. | Interpreta cada uno de los elementos de la ecuación contable y el principio de partida doble. |  | |  |  | |  |  |
| **Sub-área: Gestión Empresarial** | | | | | | | | |
| **Unidad de estudio: Fundamentos de Contabilidad** | | | | | | | | |
| **Propósito:** Construir los diferentes estados económicos y financieros para una empresa de servicios. | | | | | | | | |
| **Criterio de desempeño** | **Evidencia** | | **Alcanzadas** | | | **Estrategias por mejorar y Observaciones** | **Competente** | |
| **Si** | **Aún no** | | **Si** | **Aún no** |
|  | Identifica los elementos de la ecuación contable. | |  |  | |  |  |  |
| Analizar transacciones y ubicarlas en los elementos de la ecuación contable | * Señala la ubicación de cada uno de los elementos de la ecuación contable, mediante una lista de transacciones. | |  |  | |  |  |  |
|  | Realiza ejercicios con transacciones en activos, pasivos y capital. | |  |  | |  |  |  |
| Elaborar una clasificación definida, de las cuentas de los estados de resultados y del balance general  (Real y nominal). | Analiza los estados de resultados. | |  |  | |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sub-área: Gestión Empresarial** | | | | | | |
| **Unidad de estudio: Fundamentos de Contabilidad** | | | | | | |
| **Propósito:** Construir los diferentes estados económicos y financieros para una empresa de servicios. | | | | | | |
| **Criterio de desempeño** | **Evidencia** | **Alcanzadas** | | **Estrategias por mejorar y Observaciones** | **Competente** | |
| **Si** | **Aún no** | **Si** | **Aún no** |
|  | Distingue en el cuadro comparativo las cuentas reales de los nominales. |  |  |  |  |  |
|  | Ejecuta con acierto los procedimientos para la elaboración de un estado de resultados. |  |  |  |  |  |
|  | Soluciona ejercicios relacionados con el estado de resultados. |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sub-área: Gestión Empresarial** | | | | | | |
| **Unidad de estudio: Fundamentos de Contabilidad** | | | | | | |
| **Propósito:** Construir los diferentes estados económicos y financieros para una empresa de servicios. | | | | | | |
| **Criterio de desempeño** | **Evidencia** | **Alcanzadas** | | **Estrategias por mejorar y Observaciones** | **Competente** | |
| **Si** | **Aún no** | **Si** | **Aún no** |
| Examinar cada uno de los componentes de los elementos básicos en los estados financieros y económicos de la contabilidad financiera. | Cita cada uno de los elementos que conforman los estados financieros económicos. |  |  |  |  |  |
|  | Describe cada uno de los elementos que conforman los estados financieros económicos. |  |  |  |  |  |
|  | Resuelve ejercicios orientados a reconocer cada uno de los elementos básicos en los estados financieros económicos. |  |  |  |  |  |
|  | Describe las partes de las cuentas. |  |  |  |  |  |
| Emplea la cuenta como instrumento de registro y síntesis de transacción contable. | Esquematiza gráficamente los componentes que conforman una cuenta. |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sub-área: Gestión Empresarial** | | | | | | | | | | | | | |
| **Unidad de estudio: Fundamentos de Contabilidad** | | | | | | | | | | | | | |
| **Propósito:** Construir los diferentes estados económicos y financieros para una empresa de servicios. | | | | | | | | | | | | | |
| **Criterio de desempeño** | | **Evidencia** | | **Alcanzadas** | | | **Estrategias por mejorar y Observaciones** | | **Competente** | | | | |
| **Si** | **Aún no** | | **Si** | | | **Aún no** | |
|  | | Resuelve ejercicios de las transacciones considerando el nombre de la cuenta, importe y su saldo. | |  |  | |  | |  | | |  | |
| Construye los diferentes estados económicos y financieros para una empresa de servicios. | | Elabora estados económicos de una empresa de servicios. | |  |  | |  | |  | | |  | |
|  | | Realiza prácticas contables de empresas de servicios. | |  |  | |  | |  | | |  | |
| Elabora un ciclo contable para una empresa de servicios. | | * Identifica los pasos que componen el ciclo contable en una empresa de servicios. | |  |  | |  | |  | | |  | |
| **Nombre del estudiantes y firma:** | | | | | | | | | | **Fecha** | | | |
| **Nombre del docente y firma:** | | | | | | | | | |
| **Nombre del encargado y firma:** | | | | | | | | | |
| **Sub-área: Gestión Empresarial** | | | | | | | | | | | |
| **Unidad de estudio: Estadística Descriptiva** | | | | | | | | | | | |
| **Propósito:** Aplicar la estadística descriptiva en la oficina para lograr calidad y excelencia en la organización e interpretación de datos. | | | | | | | | | | | |
| **Criterio de desempeño** | **Evidencia** | **Alcanzadas** | | | **Estrategias por mejorar y Observaciones** | | **Competente** | | | | |
| **Si** | | **Aún no** | **Si** | | | **Aún no** | |
| Aplica la estadística descriptiva en el procesamiento de la información | Organiza estadísticamente datos ficticios y reales. |  | |  |  | |  | | |  | |
|  | Aplica los conocimientos estadísticos para obtener muestras. |  | |  |  | |  | | |  | |
|  | Calcula la moda, mediana y media. |  | |  |  | |  | | |  | |
| Elaborar  Instrumentos estadísticos para el control de la calidad. | Resuelve problemas estadísticos. |  | |  |  | |  | | |  | |
|  | Representa datos aplicando las diferentes formas. |  | |  |  | |  | | |  | |
|  | Construye representaciones gráficas con base en los datos obtenidos. |  | |  |  | |  | | |  | |
|  | Utiliza el Software específico en estadística para tabular y presentar datos. |  | |  |  | |  | | |  | |
| **Nombre del estudiantes y firma:** | | | | | | | | | **Fecha** | | |
| **Nombre del docente y firma:** | | | | | | | | |
| **Nombre del encargado y firma:** | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sub – área:** **Gestión Empresarial** | | | | | | |
| **Unidad de estudio:** **Mercadeo** | | | | | | |
| **Propósito:** Analizar la influencia del mercadeo en la gestión empresarial actual. | | | | | | |
| **Criterio de desempeño** | **Evidencia** | **Alcanzadas** | | **Estrategias por mejorar y Observaciones** | **Competente** | |
| **Si** | **Aún no** | **Si** | **Aún no** |
| Analiza la influencia del mercadeo en la gestión empresarial. | Promociona un producto. |  |  |  |  |  |
|  | Realiza el plan de mercadeo de un producto o servicio nuevo. |  |  |  |  |  |
|  | Interpreta las leyes que definen los derechos del consumidor usar en la oficina. |  |  |  |  |  |
|  | Investiga el mercadeo en diferentes empresas. |  |  |  |  |  |
|  | Desarrolla los elementos del mercadeo en una actividad empresarial. |  |  |  |  |  |
| **Nombre del estudiantes y firma:** | | | | | **Fecha:** | |
| **Nombre del docente y firma:** | | | | |
| **Nombre del encargado y firma:** | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SUB -AREA: COMPUTER SKILLS** | | | | | | |
| **Study Unit 1: Network User** | | | | | | |
| **Purpose 1:** : Manage the network as a user and apply the procedures to use the different services. | | | | | | |
| **Linguistic Objectives** | **Evidence** | **Achieved** | | **Strategies to improve and Observations** | **Competent** | |
| **Yes** | **Not Yet** | **Yes** | **Not Yet** |
| Analyzes basic concepts associated with data communication and the network use. | Interprets basic concepts of data communication and networks. |  |  |  |  |  |
|  | Describes the operation of the communication systems and networks. |  |  |  |  |  |
| Use the local area networks. | Represents the operation of the communication systems and networks. |  |  |  |  |  |
| Practices the creation and search options of files and documents. |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **SUB -AREA: COMPUTER SKILLS** | | | | | | |
| **Study Unit 1: Network User** | | | | | | |
| **Purpose 1:** Manage the network as a user and apply the procedures to use the different services. | | | | | | |
| **Linguistic Objectives** | **Evidence** | **Achieved** | | **Strategies to improve and Observations** | **Competent** | |
| **Yes** | **Not Yet** | **Yes** | **Not Yet** |
| Determines responsibilities of users and network administrators. | Formulates the concept of user and administrator. |  |  |  |  |  |
|  | Selects characteristics of users and network administrators. |  |  |  |  |  |
|  | Executes responsibilities of users and network administrators. |  |  |  |  |  |
| Identify concepts, characteristics and applications of Internet. | Selects the advantages and disadvantages of Internet. |  |  |  |  |  |
|  | Uses the access and exit commands of the network. |  |  |  |  |  |
| **SUB -AREA: COMPUTER SKILLS** | | | | | | |
| **Study Unit 1: Network User** | | | | | | |
| **Purpose 1:** Manage the network as a user and apply the procedures to use the different services. | | | | | | |
| **Linguistic Objectives** | **Evidence** | **Achieved** | | **Strategies to improve and Observations** | **Competent** | |
| **Yes** | **Not Yet** | **Yes** | **Not Yet** |
| Executes Internet applications. | Describes options for communication and accessing information. |  |  |  |  |  |
|  | Applies communications services of Internet. |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Student ´s name and signature:** | | | | | **Date:** | |
| **Teacher’ s name and signature** | | | | | | |
| **Parent´s name and signature:** | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SUB -AREA: COMPUTER SKILLS** | | | | | | |
| **Study Unit 2:** Computer applications | | | | | | |
| **Purpose :** use updated computer programs in the preparation of business documents according to the technical standards. | | | | | | |
| **Linguistic Objectives** | **Evidence** | **Achieved** | | **Strategies to improve and Observations** | **Competent** | |
| **Yes** | **Not Yet** | **Yes** | **Not Yet** |
| Digitalizes simple and complex documents using functions of the Word processor with techniques, as well as the revision tools. | Typing letters, memoranda, reports and deeds in the Word processor applying techniques. |  |  |  |  |  |
|  | Applies revision techniques when reviewing documents. |  |  |  |  |  |
|  | Selects the best documents for the portfolio of evidence. |  |  |  |  |  |
| Performs speed exercises in the computer, until the student is able to type 60 words per minute as a minimum. | Digitalizes texts in English and Spanish.  at a speed of 60 words per minute. |  |  |  |  |  |
| **SUB -AREA: COMPUTER SKILLS** | | | | | | |
| **Study Unit 2:** Computer applications | | | | | | |
| **Purpose :** use updated computer programs in the preparation of business documents according to the technical standards. | | | | | | |
| **Linguistic Objectives** | **Evidence** | **Achieved** | | **Strategies to improve and Observations** | **Competent** | |
| **Yes** | **Not Yet** | **Yes** | **Not Yet** |
|  | Applies reinforcement plans to develop speed and attain goals. |  |  |  |  |  |
| Applies elements of menu and tools bar of the electronic spreadsheet. | Uses menu and tools bar of the presentations program. |  |  |  |  |  |
| Performs speed exercises in the computer, until the student is able to type 60 words per minute as a minimum. | Digitalizes texts in English and Spanish.  at a speed of 60 words per minute. |  |  |  |  |  |
|  | Applies reinforcement plans to develop speed and attain goals. |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SUB -AREA: COMPUTER SKILLS** | | | | | | |
| **Study Unit 2:** Computer applications | | | | | | |
| **Purpose :** use updated computer programs in the preparation of business documents according to the technical standards. | | | | | | |
| **Linguistic Objectives** | **Evidence** | **Achieved** | | **Strategies to improve and Observations** | **Competent** | |
| **Yes** | **Not Yet** | **Yes** | **Not Yet** |
| Applies elements of menu and tools bar of the electronic spreadsheet. | Uses menu and tools bar of the presentations program. |  |  |  |  |  |
| Applies tools of the electronic spreadsheets in the preparation of business documents. | Creates tables, charts and others using the functions of the tool |  |  |  |  |  |
|  | Inserts tables, charts and others. |  |  |  |  |  |
|  | Uses revision techniques to review the created documents. |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SUB -AREA: COMPUTER SKILLS** | | | | | | |
| **Study Unit 2:** Computer applications | | | | | | |
| **Purpose :** use updated computer programs in the preparation of business documents according to the technical standards. | | | | | | |
| **Linguistic Objectives** | **Evidence** | **Achieved** | | **Strategies to improve and Observations** | **Competent** | |
| **Yes** | **Not Yet** | **Yes** | **Not Yet** |
| Creates charts in the electronic spreadsheet. | Creates types of charts. |  |  |  |  |  |
|  | Prepares charts using types of data. |  |  |  |  |  |
| Analyzes basic terminology and elements of menu and tools bar of presentations program . | Inserts tables, charts and others. |  |  |  |  |  |
|  | Uses menu and tools bar of the presentations program |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SUB -AREA: COMPUTER SKILLS** | | | | | | |
| **Study Unit 2:** Computer applications | | | | | | |
| **Purpose :** use updated computer programs in the preparation of business documents according to the technical standards. | | | | | | |
| **Linguistic Objectives** | **Evidence** | **Achieved** | | **Strategies to improve and Observations** | **Competent** | |
| **Yes** | **Not Yet** | **Yes** | **Not Yet** |
| Uses the special equipment to project images from the computer. | Practices the operation of the special equipment to project images from the computer. |  |  |  |  |  |
|  | Creates materials to project from the computer. |  |  |  |  |  |
| Use the special equipment to project images from the computer | Uses the tools of the program to prepare informative materials. |  |  |  |  |  |
|  | Practices the process to prepare informative materials. |  |  |  |  |  |
|  | Prepares informative materials. |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student ´s name and signature:** | | | | | **Date:** | |
| **Teacher’ s name and signature** | | | | | | |
| **Parent´s name and signature:** | | | | | | |
| **SUB -AREA: COMPUTER SKILLS** | | | | | | |
| **Study Unit 3:** Intership | | | | | | |
| **Purpose:** use updated computer programs in the preparation of business documents according to the technical standards. | | | | | | |
| **Linguistic Objectives** | **Evidence** | **Achieved** | | **Strategies to improve and Observations** | **Competent** | |
| **Yes** | **Not Yet** | **Yes** | **Not Yet** |
| Execute with quality all type of works characteristic of a service platform. | Performs banking processes. |  |  |  |  |  |
|  | Prepares advertising documents, graphs, drawings, forms, cards and bulletins, among others. |  |  |  |  |  |
|  | Manages supplies or materials. |  |  |  |  |  |
|  | Handles the scanner and the shredder. |  |  |  |  |  |
|  | * Uses the equipment available in the company. |  |  |  |  |  |
|  | Keeps cleanliness and order at the office; as well as, the desk. |  |  |  |  |  |
|  | Works as a team member. |  |  |  |  |  |

|  |  |
| --- | --- |
| **Student ´s name and signature:** | **Date:** |
| **Teacher’ s name and signature** | |
| **Parent´s name and signature:** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SUB -AREA: COMPOSITION** | | | | | | |
| **Study Unit 1 :**   Processing written business communications | | | | | | |
| **Purpose:** organize adequately the ideas to write clearly in English, business documents using procedures, techniques, vocabulary, punctuation and appropriate style. | | | | | | |
| **Linguistic Objectives** | **Evidence** | **Achieved** | | **Strategies to improve and Observations** | **Competent** | |
| **Yes** | **Not Yet** | **Yes** | **Not Yet** |
| Write business documents using specific guidelines. | Identifies each part of commercial letters, memorandums, circular, faxes, e-mail, and envelopes. |  |  |  |  |  |
|  | Exemplifies the structure and function of each type of letter. |  |  |  |  |  |
|  | Uses punctuation marks used in commercial documents and envelopes. |  |  |  |  |  |
|  | Writes communications applying specific guidelines for each type of commercial documents. |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SUB -AREA: COMPOSITION** | | | | | | |
| **Study Unit 2:** Compose business – legal documents, accounting and financial reports. | | | | | | |
| **Purpose:** Write commercial, legal, and financial documents using commercial vocabulary, writing techniques, grammar and an appropriate style. | | | | | | |
| **Linguistic Objectives** | **Evidence** | **Achieved** | | **Strategies to improve and Observations** | **Competent** | |
| **Yes** | **Not Yet** | **Yes** | **Not Yet** |
| Applies technical vocabulary and specific guidelines preparing legal and financial documents. | Describes types of legal and financial documents. |  |  |  |  |  |
|  | Identifies parts of legal and financial documents. |  |  |  |  |  |
|  | Determines the objective of each legal and financial document. |  |  |  |  |  |
|  | Applies writing techniques in the preparation of legal and financial documents. |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SUB -AREA: COMPOSITION** | | | | | | |
| **Study Unit 3:** Preparation of variety of documents, minute, agenda, curriculum vitae, resumes, catalogues, booklets, advertising, journal writing and others. | | | | | | |
| **Purpose:** Write commercial documents, minutes, resumes, curriculum vitae, advertising, letters, editorials and more. | | | | | | |
| **Linguistic Objectives** | **Evidence** | **Achieved** | | **Strategies to improve and Observations** | **Competent** | |
| **Yes** | **Not Yet** | **Yes** | **Not Yet** |
| Writes documents for meetings, marketing, advertising, according to writing techniques and style. | Applies writing techniques in the preparation of company documents, marketing and advertising and others. |  |  |  |  |  |
|  | Determines the objective of each document, acts, agendas, ads, editorials and others. |  |  |  |  |  |
|  | Writes personal documents such as curriculum vitae, resumes, diaries and others. |  |  |  |  |  |
|  | Writes texts for obituaries, editorials, summaries and others. |  |  |  |  |  |
| **Student ´s name and signature:** | | | | | **Date:** | |
| **Teacher’ s name and signature** | | | | |
| **Parent´s name and signature:** | | | | |