ORIENTATION TASK 1: WHAT IS VIRTUAL ENTERPRISES?

VE Departments Involved
All staff

Time Frame/Month for Activity
First two days/Month 1

Outcomes
Students will:
- Learn about VE and the goals of the program.
- Understand the types of activities they will be performing and how they will be evaluated.
- Review the VE Website.

Activities/Strategies
- Provide students with a brief explanation of the VE program.
- Direct students to the “About” section on the VE website (www.veinternational.org) and have them read a more detailed explanation of the program. Note: Since students will be using the website regularly, this is a good opportunity to give them an introduction to the site.
- Read the memo, “Expectations and Requirements for the VE” and edit it to apply to your VE class.
- Distribute a welcome folder to students that includes: Expectations and Requirements for the VE document, any forms, student contracts and permission slips (permission to be photographed, Virtual Enterprises contract/agreement, Internet usage agreement, etc.)
- Distribute and discuss the memo with your students. Note: Explain the memo format and when it is typically used. Point out that while memos are still used in some offices as an email attachment for formal internal communications, most offices use email for internal (as well as external) communications.
- Review permission slips that need to be signed.

Continuing Firms:
- One of the last activities of the Human Resources Department last term was to assemble a company presentation/slide show. Note: If your firm did not create a presentation last term, you should create a short one to provide an overview of your company.
- Present a company slide show to your new students and answer any questions.

New Firms:
- Engage the students in a discussion about starting a business.
- Ask them to think about the type of work that must be done to start and keep a company going.
- Have them identify departments in which someone might work who do various types of work (Administration, Human Resources, Accounting/Finance, IT, Marketing/Sales, etc.)
- Discuss positions and responsibilities in each department.
- Ask students what skills they think employees must possess for each of the positions.
- Distribute Departments/Positions/Responsibilities (tasks) and compare those listed with those discussed.
VIRTUAL ENTERPRISES, INTERNATIONAL TASK-BASED CURRICULUM

“You have to have your heart in the business and the business in your heart.”
— Thomas J. Watson

Online Follow Up

- Direct students to the VE National website www.veinternational.org and to the Portal to further understand the program concept and view program videos and resources available to them.
- Then, direct them to their state website, review the site and point out the information provided.

Materials/Resources

- Expectations and Requirements for the VE (Reference Files)
- Sample Photo Consent Form (Reference Files)
- Company slide presentation (continuing firms)
- Department Job Titles (see below)

Mastery and Assessment

- Ask students to explain the expectations and requirements of the program.
- Elicit from students the department in which they might like to work.
Department Job Titles

Chief Executive Officer Administration
- Vice President
- Office Manager
- Director of Purchasing

Accounting/Finance
- CFO
- Bank Manager
- Payroll Supervisor
- Accounts Payable Manager
- Accounts Receivable Manager

Editorial/Communications
- Vice President
- Director of External Communications
- Director of Internal Communications
- Communications Editor

Graphics/IT
- Vice President
- Graphic Designer
- Database Manager
- Web Manager

Human Resources
- Vice President
- Assistant Vice President
- Benefits Officers

Sales/Marketing
- Vice President
- Marketing Executives (2)
- Sales Executives (2)

Total of 21-25 Employees