BUSINESS SKILLS DEVELOPMENT

Business Skills Development is a 70-hour course for students in Grade 8 to further develop their business and technology skills. Students will create business projects, documents, and forms while learning about careers, essential business skills, communication skills, interpersonal skills, internet safety, and financial concepts. Projects and simulations promoting teamwork, leadership, and workplace skills offer additional opportunities for applications of knowledge and skills.

Career and technical student organizations (CTSO) are integral, co-curricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth.

Suggested Prerequisite: Computer Essentials

Students will:

Career Explorations

1. Utilize a variety of resources for career awareness and research within the 16 Career Clusters.
   
   Examples: the state-provided career planning system, on-line blog reports, classroom guest speakers, job scavenger hunt activities, web quests, etc.

2. Utilize research results to determine career opportunities, responsibilities, required training/education, and credentialing/licensing requirements of careers within the 16 Career Clusters.
   
   Examples: personal interest inventories and assessments, job search queries, professional interviews, job shadowing, etc.

3. Explore and create self-assessments that highlight individual student’s work values and aptitudes.

4. Explore workforce and employment trends as they relate to the 16 Career Clusters.

Communication and Interpersonal

5. Apply oral communication, written communication, business telephone etiquette, and interpersonal skills needed in the workplace.
   
   Examples: personal communication blog, story board, etc.

6. Apply conflict management strategies to resolve workplace conflict.
   
   Examples: role plays, active listening techniques, etc.
7. Explore business communication as it relates to employment.
   Examples: applying for a job, creating a resume, letter of application, letter of resignation, etc.

8. Explore the appropriate procedures and actions when participating in a business interview.

9. Demonstrate soft skills needed for career success.
   Examples: professionalism, time management, work ethic, proper email and cell phone use, netiquette, etc.

**Leadership**

10. Explore effective leadership styles and qualities of a good leader.

11. Demonstrate personal traits needed to develop leadership and teamwork skills.
    Examples: online personal portfolio, self-initiative, group activities, CTSO competitive events, etc.

12. Apply formal leadership qualities by exploring parliamentary procedure process.
    Example: CTSO meetings, etc.

13. Utilize knowledge and skills obtained through CTSO to enhance leadership.

**Digital Citizenship**

14. Identify the potential hazards that misusing social media and other technology may have on one’s future plans.

**Computer Hardware and Software**

15. Utilize various hardware, software, and technology to produce business related products.
    Examples: letters, memos, minutes, agendas, web pages, podcasts, fliers, business cards, mailing labels, advertisements, etc.

16. Demonstrate proper maintenance and techniques when using hardware and software.

**Personal and Business Finance**

17. Compare and contrast types of personal and business banking services.
    Examples: mortgage companies, investment firms, personal banking, etc.

18. Create a budget to prepare for student’s future financial goals.
    Examples: projected salary, rent/mortgage, utilities, food, clothing, investments, automobile, insurance, entertainment, etc.

19. Create financial records fundamental to business.
Examples: budgets, bank reconciliations, payroll, taxes, invoices, purchase orders, etc.

20. Explore types of business insurance and how it affects employees in the workplace.

21. Compare and contrast business and personal ethics.

**Career and Technical Student Organization (CTSO)**

22. Relate CTSO to education/training, credentialing, and business communication within the 16 Career Clusters.

23. Create written correspondence to potential business partners regarding local CTSO chapter.

24. Create a budget for local CTSO.