Foundations of Business Leadership is a one-credit course. Students develop an understanding of how academic skills in mathematics, economics, and written and oral communications are integral components of success in any career. Students examine leadership and management materials to determine impact on business and industry and legal and ethical behavior, determine how resources are managed to achieve company goals, and identify employability and essential skills needed to obtain a career and be successful in the workplace. Students identify principles of business management and analyze business practices to determine ethical and social responsibilities. Foundations of Business Leadership can be taught in Grades 9-12.

Career and technical student organizations (CTSOs) 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.

Students will:

Communication and Interpersonal Skills

1. Address professionalism in the workplace.

2. Apply oral and written communication skills needed in the workplace, through the use of technology, to facilitate information flow in commerce.
   - Proofreading business documents for clarity and conciseness
   - Interpreting tables, charts, and figures to support written and oral communication

3. Apply conflict management strategies to resolve workplace conflict.

4. Identify barriers to and methods for improving the communication process in the corporate world.

Leadership

5. Demonstrate personal traits needed to develop leadership and teamwork skills.
   - Demonstrating self-initiative through group projects

6. Utilize knowledge and skills obtained through student organizations to enhance leadership.

Entrepreneurship

7. Describe unique characteristics and traits of the successful entrepreneur.

Ethics

8. Analyze roles of consumers and businesses in commerce for ethical responsibility.
   Examples: identifying consumers’ legal accountability associated with credit, consumerism, and insurance; identifying various liabilities of businesses related to employees and consumers
Management

9. Analyze functions of management, including planning and organizing, to determine effects on the business environment.

10. Use terminology commonly associated with business.

11. Distinguish among basic business functions by comparing various forms of business organizations and examining responsibilities of commerce.
   a. Distinguish among ways taxes impact decisions made by individuals, businesses, and government.
   b. Analyze an organizational structure for its systemic performance.

12. Utilize research results to analyze international trade for its impact on commerce.
   a. Compare the role of the United States in international trade at different times in history.

Finance

13. Compare several business financial statements to make business decisions.
   • Comparing types of banking services
   • Utilizing correct steps for maintaining an accurate checking account


15. Illustrate the process involved in developing a budget.
   Examples: designing a plan for money managements, evaluating information available to make wise buying decisions

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

Safety

17. Demonstrate proper safety procedures needed in the workplace.

Legal

18. Analyze legal issues related to government regulations of commerce for the effect on consumers.
   Examples: consumer law, sales law, contract law

19. Differentiate among risks involved in operating a business.
   a. Determine the need for risk protection.

Marketing

20. Demonstrate an understanding of marketing concepts.
   • Identifying the relationship of marketing to consumers and commerce

Career Opportunities

21. Utilize various forms of communication and technology in the successful pursuit of employment.

Alabama Course of Study: Foundations of Business Leadership