

# Business Essentials

Business Essentials is a one-credit foundation course. Students develop an understanding of how academic skills in mathematics, economics, and written and oral communications are integral components of success in commerce and information technology careers. Students examine current events to determine impact on business and industry and legal and ethical behavior, acquire knowledge of safe and secure environmental controls to enhance productivity, determine how resources are managed to achieve company goals, and identify employability and personal skills needed to obtain a career and be successful in the workplace. As students learn about different types of business ownership, they interpret industry laws and regulations to ensure compliance, identify principles of business management, and analyze business practices to determine ethical and social responsibilities.

Career and technical student organizations are integral, cocurricular 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.

## Communication and Interpersonal Skills

Students will:

1. 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
2. Apply conflict management strategies to resolve workplace conflict.

## Leadership

3. Demonstrate personal traits needed to develop leadership and teamwork skills.
  - Demonstrating self-initiative through group projects
4. Utilize knowledge and skills obtained through student organizations to enhance leadership.

## Entrepreneurship

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

## Ethics

6. 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

## **Business Management**

7. Analyze functions of management, including planning and organizing, to determine effects on the business environment.
8. Use terminology commonly associated with business.
9. Distinguish among basic business functions by comparing various forms of business organizations and examining responsibilities of commerce.
  - Distinguishing among ways taxes impact decisions made by individuals, businesses, and government
  - Analyzing an organizational structure for its systemic performance
10. Utilize research results to analyze international trade for its impact on commerce.
  - Comparing the role of the United States in international trade at different times in history

## **Business Finance**

11. Compare several business financial statements to make business decisions.
  - Comparing types of banking services
  - Utilizing correct steps for maintaining an accurate checking account
12. Analyze protection options against risk and financial loss for commerce and consumers.
13. Illustrate the process involved in developing a budget.  
Examples: designing a plan for money managements, evaluating information available to make wise buying decisions
14. Create financial records fundamental to business.  
Examples: budgets, bank reconciliations, payroll, taxes, invoices, purchase orders

## **Safety**

15. Demonstrate proper safety procedures needed in the workplace.

## **Legal**

16. Analyze legal issues related to government regulations of commerce for the effect on consumers.  
Examples: consumer law, sales law, contract law
17. Differentiate among risks involved in operating a business.
  - Determining the need for risk protection

## **Marketing**

18. Demonstrate an understanding of marketing concepts.
  - Identifying the relationship of marketing to consumers and commerce

## **- Career Opportunities**

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