COURSE   **Business Preparation**
WVEIS CODE   **1404**

Course Description

The skill sets in this course are designed as an exploratory course for middle school students to develop understanding and skills in such areas as information literacy, social responsibility, writing, listening, speaking and media literacy, information and communication and personal and workplace skills. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers should provide each student with real world learning opportunities and instruction. Students are encouraged to become active members of the student organizations, DECA or FBLA. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools and skill sets.

SKILL SETS

Leadership Development
Literacy and Numeracy
Personal Workplace Skills
Information and Communication
Listening, Speaking and Media Literacy
Information Literacy Skills
Social Responsibility

Business Preparation   **WVEIS 1404**

Skill Set	Leadership Development	
Knowledge Objectives	*Students will demonstrate knowledge of*	
1404.1	• public speaking.	
	• parliamentary law.	
	• leadership concepts.	
	• characteristics of effective teams and organizations.	
Performance Objectives	*Students will*	*Skill Set Met*
1404.2	• develop and deliver speeches.	
1404.3	• participate in meetings using parliamentary law procedures.	
1404.4	• attend leadership conferences or training (local, state and/or national).	
1404.5	• volunteer in community service opportunities.	
1404.6	• participate in career development events.	
Skill Set	**Literacy and Numeracy**	
Knowledge Objectives	*Students will demonstrate knowledge of*	
	• literacy and numeracy skills required to solve complex problems.	

1404.7	• real-world problems associated with their career/technical content area.	
	• thinking and reasoning skills.	
Performance Objectives	*Students will*	*Skill Set Met*
1404.8	• utilize a variety of technical sources (e.g., Internet, manuals, journals, directions, reports, etc.) to complete career/technical assignments and projects.	
1404.9	• demonstrate writing skills required to complete career/technical assignments and projects.	
1404.10	• demonstrate accuracy in calculating and measuring graphical work required to complete career/technical assignments and projects.	
1404.11	• analyze tables, charts, graphs and multiple data sources to complete career/technical assignments and projects.	
Skill Set	**Personal and Workplace Skills**	
Knowledge Objectives	*Students will demonstrate knowledge of*	
1404.12	• leadership skills, ethical behavior and a respect for others.	
	• ways to show responsibility for personal actions considering the impact on others.	
	• methods to show initiative and the ability to execute tasks.	
	• methods to interact productively as members of a group.	
Performance Objectives	*Students will*	*Skill Set Met*
1404.13	• manage emotions and behaviors, engage in collaborative work assignments requiring compromise and demonstrate flexibility by assuming different roles and responsibilities within various team structures.	
1404.14	• exhibit flexibility in approach to solve problems and complete tasks, consider alternative methods, solutions and perspectives, abandon strategies that do not work and relocate time and resources as priorities change.	
1404.15	• set challenging goals and strategically plan to reach those goals, monitor performance and adjust effort and strategies, seek assistance when needed and demonstrate focused commitment to reach the established goals.	

1404.16	• demonstrate ethical behavior and work responsibly and collaboratively with others, in academic and social contexts, to accomplish both individual and team goals related to improved academic, extracurricular and co-curricular performance.	
Skill Set	**Information and Communication**	
Knowledge Objectives	*Students will demonstrate knowledge of*	
1404.17	• ways to access, analyze, manage, integrate, evaluate and create information in a variety of forms using appropriate technology skills and communicate that information in an appropriate oral, written or multimedia format.	
	• writing processes.	
	• grammatical and mechanical properties in writing.	
	• methods to select and evaluate information for research purposes.	
Performance Objectives	*Students will*	*Skill Set Met*
1404.18	• use the writing process to communicate effectively for different purposes.	
1404.19	• apply grammatical and mechanical properties in writing.	
1404.20	• select and evaluate information for research purposes.	
Skill Set	**Listening, Speaking and Media Literacy**	
Knowledge Objectives	*Students will demonstrate knowledge of*	
1404.21	• listening, speaking and media literacy skills.	
Performance Objectives	*Students will*	*Skill Set Met*
1404.22	• model effective oral communication skills (e.g., tone, volume, rate, audience, etiquette, standard English) through the presentation of compositions, reports and scripts.	
1404.23	• present an oral report with computer-generated graphic aids (e.g., tables, graphs, diagrams or charts).	
1404.24	• critique information presented, relate personal experiences and apply the information to global situations.	
1404.25	• listen in order to analyze and critique information received in spoken texts (e.g., of a guest speaker, informational video, televised interview or radio news program).	

1404.26	•	perform a variety of roles in groups discussions (e.g., collaboration, facilitation and persuasion).	
1404.27	•	use properly private and public information.	
1404.28	•	plan, create, organize and present an age-appropriate media product that demonstrates format, purpose and audience.	
Skill Set		**Information Literacy Skills**	
Knowledge Objectives		*Students will demonstrate knowledge of*	
1404.29	•	information literacy.	
Performance Objectives		*Students will*	*Skill Set Met*
1404.30	•	recognize the need to locate a variety of sources representing a range of views.	
1404.31	•	differentiate between primary and secondary sources.	
1404.32	•	address information deficiencies by locating supplemental information from authoritative sources.	
1404.33	•	explain the purpose for research (e.g., formulate a central research question, thesis statement or problem to investigate).	
1404.34	•	justify the selected information for accuracy, validity, relevance, appropriateness, comprehensiveness and bias.	
1404.35	•	record concise notes in a prescribe manner.	
Skill Set		**Social Responsibility**	
Knowledge Objectives		*Students will demonstrate knowledge of*	
1404.36	•	social responsibility and contribute positively to the learning community and society.	
Performance Objectives		*Students will*	*Skill Set Met*
1404.37	•	recognize that the free flow of information contributes to an informed citizenry.	
1404.38	•	demonstrate legal and ethical use of technology and information crediting sources by using various formats (e.g., bibliographies).	
1404.39	•	relate examples of copyright violations.	
1404.40	•	evaluate completed projects to determine how the workgroup could have functioned more efficiently and productively.	