

**IKM-Manning Curriculum**  
**Business Standards / Benchmarks / Indicators**  
**April 2008**

**Standards:**

1. Demonstrate interpersonal, teamwork, and leadership skills.
2. Select and apply the tools of business technology as they relate to personal and business life.
3. Communicate effectively as writers, listeners, and speakers in social and business settings.
4. Understand each business area and the interrelationship between the areas.
5. Function as an economically literate citizen through the development of personal consumer skills.
6. Understand the nature of laws effecting business and personal life.
7. Develop an awareness of career opportunities and life-long learning skills to enable employability in a variety of business careers.

**Course Benchmarks:**

1. Apply principles of leadership and ethical behavior to selected situations.
2. Demonstrate cooperation and teamwork skills.
3. Use appropriate communication skills in a variety of occupational situations.
4. Apply planning strategies in the workplace.
5. Develop strategies to make a successful transition from school to work.
6. Understand and demonstrate the processes involved in searching, applying, interviewing, and getting a job.

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**Careers II**

**1. Demonstrate interpersonal, teamwork, and leadership skills.**

**1: Apply principles of leadership and ethical behavior to selected situations.**

- 1.A. Manage time effectively including delegating duties.
- 1.B. Facilitate group interaction.
- 1.C. Take responsibility for mistakes and /or good work.
- 1.D. Recognize relevant, ethical issues in the work force.
- 1.E. Manage conflict both personal and professional.

**2: Demonstrate cooperation and teamwork skills.**

- 2.A. Respect property of others.
- 2.B. Follow directions.
- 2.C. Interact with others in a courteous and tactful manner.
- 2.D. Cooperate and work effectively with others.
- 2.E. Develop positive community relations.

**2. Select and apply the tools of business technology as they relate to personal and business life.**

**3. Communicate effectively as writers, listeners, and speakers in social and business settings.**

**4. Understand each business area and the interrelationship between the areas.**

**5. Function as an economically literate citizen through the development of personal consumer skills.**

**6. Understand the nature of laws effecting business and personal life.**

**4: Apply planning strategies in the workplace.**

- 4.A. Identify skills, physical and emotional requirements for a job.
- 4.B. Complete required forms.
- 4.C. Produce quality work.
- 4.D. Work within guidelines
- 4.E. Identify components needed for appropriate tax information.
- 4.F. Recognize the importance of technical assistance.

**7. Develop an awareness of career opportunities and life-long learning skills to enable employability in a variety of business careers.**

**5: Develop strategies to make a successful transition from school to work.**

- 5.A. Develop career goals.
- 5.B. Select and implement resources available to research the hidden job market.
- 5.C. Identify community business people and learn about career opportunities.
- 5.D. Prepare a formal master application, cover letter, resume, and follow-up letter for job opportunities.
- 5.E. Research and evaluate job offer, benefits, time and working environment.
- 5.F. Take part in a formal mock interview.
- 5.G. Prepare a portfolio that includes career research materials, cover letter, resume, personal information, personal and professional goals and work samples.

**6: Understand and demonstrate the processes involved in searching, applying, interviewing, and getting a job.**

- 6.A. Organize thoughts and clearly express point of view both verbally and written.
- 6.B. Demonstrate proper telephone etiquette.
- 6.C. Speak effectively in front of others.
- 6.D. Discuss the importance of correct spelling, grammar, word usage, mechanics and legible writing.
- 6.E. Listen effectively.

\*Coding for Infusion Topics covered in curriculum:

Higher Order Thinking Skills (H), Vocational/Career Education (V), Global Education (G), Multi-Cultural/Gender Fair (MCGF), Learning Skills (L), Communication Skills (C), Technology (T)