**Module 1: Safety**

* Explains who OSHA is, what they do, including OSHA 10 and 30 training
* Explains what MSDSs are, where they are located, and who they serve to protect
* Identifies what are the most likely accidents to occur on the job or at home
* Recognizes what we should do if we think someone is suffering from a heart attack or other life-threatening ailment or accident
* Identifies four safety procedures common to the workplace
* Identifies four factors that can lead to personal stress
* Lists the types of personal protective equipment (PPE) that are required for various jobs within the Business industry and explains their operation and purpose

**Module 2: Communication Skills**

* Names the different forms of communication used in the workplace and how to use them effectively
* Explains the National Career Readiness Certificate (NCRC)
* Explains why the ability to locate and manipulate workplace documentation is important to one’s professional interest
* In the context of the NCRC, describes what is meant by graphic literacy and why it’s important
* Develops and delivers a presentation
* Creates a letter of introduction in response to a job opening posted by a fictitious employer
* Demonstrates an understanding of word-processing, presentation software, and personal computer usage.

**Module 3: Industry Overview**

* Names five major industries within this Career Cluster
* Using the NC Career Clusters Guide, provides the definition of new or emerging occupations for various Pathways within this Cluster
* Describes the O-Net and the U.S. BLS Occupational Outlook Handbook
* Explains globalization and how it affects various industries
* Lists the types of jobs most common to the Businessindustry
* Explains what jobs are personally preferred and why
* Lists several Business industry associations and explains their purpose

**Module 4: Computation and Financial Literacy**

* Explains the importance of creating savings and checking accounts and what they are used for
* Develops an example personal budget based on $37,000 annual income.
* Explains the National Career Readiness Certificate and why the ability to use math, understand graphical information, and financial literacy is important to one’s career and personal welfare
* Explain credit, credit score, and the challenges and benefits associated with credit cards
* Performs a Reality Check to determine income required to support lifestyle

**Module 5: Employability Skills**

* Displays awareness and respect for diverse cultures and norms
* Demonstrates good interpersonal communication skills
* Accepts responsibility for personal actions
* Demonstrates personal honesty and integrity
* Admits mistakes and proactively takes steps to rectify them
* Demonstrates professional behavior
* Implements a time management system
* Exhibits a collaborative relationship when working with others
* Demonstrates motivation and reliability

**Module 6: Personal Health**

* Explains the importance of personal health and fitness
* Completes a health assessment
* Establishes a plan to monitor and regulate one’s personal health and mental wellbeing
* Lists sources of anxiety and how to mitigate them
* Identifies unhealthy diets
* Explains physical fitness in terms as a prerequisite requirement to specific jobs and overall in terms of personal wellbeing

**Module 7: Career Exploration and Pathways including Apprenticeship**

* Identifies Career Clusters and the Pathways listed under Architecture and construction
* Identifies the various careers, skills, and educational requirements unique to different career pathway occupations
* Completes a career inventory interest assessment
* Lists the various professional licensures or industry certifications popular to various Business occupations
* Explains Registered Apprenticeship, pre-apprenticeship, and career pathways
* Develops career goals and a plan to achieve them
* Identifies local, regional, state, and national Business employers
* Demonstrates an understanding of industry and career trends

**Module 8: Job Preparation and Required Job Skills**

* Develops a professional appearing resume
* Completes a mock job application
* Names four important things to do to be prepared for an interview
* Defines the knowledge, skills and abilities required for a particular job
* Completes a mock job interview
* Locates and defines the O-NET
* Locates and defines the U.S. DOL Occupational Handbook
* Demonstrates an understanding of the Knowledge, Skills, and Abilities required of various Business professions

**Module 9: Industry and Site Visits**

* Explains the importance of understanding businesses and industries that are located within the community before entering an education program
* Explains the relevance of making a good first impression during a job interview and why it’s important to know information about the employer
* Identifies and visits local Business employers
* Summarizes a site visit and explains what was learned about the company and its employees