

# Every Administrator Should Know About Business Education



## *What Business Courses Do For Students . . .*

**B**usiness Education prepares students to succeed! In today's rapidly growing and changing economy, students will have the skills to cope not only with the complexities of academics but the practical necessities of saving and investing, handling consumer and credit issues, and operating a business.

### 1. Develop Skills Necessary for Academic Success

Throughout the country, employers, parents, legislators, and citizens state that high school graduates lack the basic skills and knowledge needed to pursue postsecondary education. The business education curriculum is designed to develop and enhance these basic skills. In business courses, students learn to write and speak well and to comprehend and articulate ideas clearly. Whether they are preparing term papers and presentations, or creating spreadsheets and databases, students need these skills to succeed in academic life.

### 2. Provide Information Technology Skills

Technology is the preeminent force altering the workplace environment. The ability to use a current technologies to access and create information is essential in today's business world. Business courses that teach word processing, spreadsheet applications, database management, Web page design, and digital skills can help students get a higher-level position with a better salary.

### 3. Teach Respect for Lifelong Learning

Perhaps the most vital skill for today's workplace is one that allows workers to adapt and change with their working environment. Business courses instill a healthy respect for lifelong learning, whether it's learning a new technology skill or a new method of management.

### 4. Develop Marketable Skills and Habits to Apply to Any Career

Across all industry segments, nearly one-fourth of employees perform tasks that require basic business and administrative skills and knowledge. As the work environment shifts toward a less hierarchical model where leadership and management are shared, employees in every field of endeavor will assume more responsibility and make more decisions. Business courses provide future workers with the competencies to deal with these new challenges.

## 5. Expand the Educational Opportunities of Students

In addition to providing a strong academic foundation for every student, business courses also provide hands-on learning experiences. Partnerships with local businesses are part of the modern business education curriculum. These experiences make academic subjects more relevant and show how reading, English, and math can be applied in “real world” situations—applications that will be used for a lifetime.

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## 6. Pretest Career Interests Before Going to College

Business courses allow you to explore career interests through these courses:

- Accounting
- Business management
- Communication
- Economics
- Entrepreneurship
- Information technology
- International business
- Marketing
- Personal finance



## 7. Instill a Work Ethic

Business courses encourage future workers to practice punctuality and dependability, to take pride in their work, to work hard, and to demonstrate honesty and fairness to their employers and fellow employees.

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## 8. Acquire International Business Knowledge

In today’s global economy, a familiarity with other countries and their impact on American business is essential. Business courses provide students with knowledge of the international marketplace and economic systems, which can be a stepping stone to a career in international business.

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## 9. Encourage Creativity and Entrepreneurial Thinking

An explosion of job growth has occurred in small businesses. Business courses prepare students to work in a small business and/or start their own businesses. Students learn to meet new challenges with a creativity that results in fresh ideas and will develop an entrepreneurial attitude that can contribute to their success in any career.

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## 10. Develop Higher-Order Thinking Skills

Problem solving, critical thinking, decision making—these are the skills needed to pursue postsecondary education, to become gainfully employed, and to be productive, contributing members of society. Business courses teach students to address and confront problems, implement an effective plan of action, and demonstrate critical thinking skills in analyzing the results and consequences of their actions.

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