



IMPROVING LIVES THROUGH EDUCATION



## Career Technical Education- Business Program

### Top 6 skills employers want...

Employees need to know how to spell, so simple yet so many are lacking this skill. Necessary for charting, filing, accurate data input.



Proper English and phone etiquette, speaking with a friendly demeanor to patrons, staff members and other business partners.



No non-work related internet surfing and stay off personal cell phones unless it is an emergency situation.



Good work ethic, look for something to do when work gets slow; help someone who may be overwhelmed. Willingness to work to get the job done without complaining.



Conflict Resolution: be a team player, an encourager, good listener, ask questions when you don't understand something.



Personal hygiene and appearance: cleanliness, tattoos covered, body piercings minimized, no dirty fingernails or chipped polish, no overpowering perfumes or lotions.



### How CAE will prepare you to be hired

Spelling is addressed in Business Communication, 400 most misspelled words in business, and paragraph writing is addressed in Business Communications, Office Procedure, Accounting and QuickBooks.

Personal presentation and phone etiquette, is addressed in Business Communications, Office Procedures and Pre-Employment Preparation.

Phone and Computer misuse is addressed in all lecture classes and extensively in Pre-Employment Preparation.

Work Ethic and attitude is addressed in all classes; Pre-Employment Preparation also address self-esteem and self-evaluation.

Conflict Resolution with scenario is addressed in Pre-Employment Preparation and Office Procedure classes.

Personal Appearance, is addressed in all classes and through the Professional Dress Wednesday activity.