

# Business & Professional Development



- Communicate effectively in the business world
- Create a career plan
- Gain essential skills vital for professional success

This course focuses on preparing students for the workplace by making a smooth transition from the classroom to a demanding work environment. Students learn about responsibilities to their school and employer while participating in a work-based learning program. Students will develop critical thinking skills and recognize which personal qualities will make them a more capable person and valuable to an employer. Students will improve their ability to read, write, speak, listen and solve math problems. Students will also develop the workplace know-how required to perform well in a demanding position. While participating in a work experience, students will start preparing for a full-time career. This course prepares students for the challenges of independent living while maintaining full time employment. Students will learn to manage their income wisely in order to build a secure and satisfying life.

Students will have the opportunity to set career goals, learn to create presentations, understand the importance of professional dress, practice interviewing skills, and compile a personal portfolio to aid them in their job search.

To enroll or learn more about this program, talk to your counselor,  
visit your career center, or contact

Mrs. Shepherd at: [jshepherd@mvrop.org](mailto:jshepherd@mvrop.org)

More information is also available at:

<http://www.mvrop.org/instructor/jshepherd.html> or [www.mvrop.org](http://www.mvrop.org)