SKILL CATEGORIES	COMPETENCIES
WRITTEN COMMUNICATIONS 1	**Students should be able to:** • Write in a logical manner • Write in a grammatically correct manner • Write memos, reports, outlines, and letters • Utilize appropriate writing styles • Utilize library facilities
ORAL COMMUNICATIONS 2	**Students should be able to:** • Speak in a poised and confident manner • Give well organized presentations • Utilize visual materials effectively • Speak extemporaneously • Utilize appropriate speaking styles • Listen effectively • Interview effectively
ANALYTICAL/PROBLEM SOLVING SKILLS 3	**Students should be able to:** • Identify and define a problem • Identify causes & possible solutions • Evaluate possible solutions • Select a solution to a problem • Use scientific method of investigation
PERSONAL CHARACTERISTICS 4	**Students should be able to:** • Demonstrate curiosity • Demonstrate a sense of humor • Demonstrate self-esteem • Demonstrate optimism • Demonstrate perseverance • Demonstrate effective time management • Be goal oriented • Be punctual & dependable • Be responsible & trustworthy • Be self-directed • Accept constructive criticism
HUMAN RELATIONS SKILLS 5	**Students should be able to:** • Demonstrate professional attitudes • Demonstrate group leadership skills • Demonstrate sensitivity to others • Demonstrate self-confidence • Demonstrate etiquette skills • Work effectively as part of a team • Avoid discriminatory behavior

SKILL CATEGORIES	COMPETENCIES
6 **BUSINESS MANAGEMENT SKILLS**	**Students should be able to:** • Understand basic economic concepts • Make family and business economic decisions • Utilize basic business management skills
7 **"REAL WORLD" EXPERIENCE**	**Students should be able to:** • Recognize career opportunities • Perform the technical and managerial duties
8 **LEADERSHIP SKILLS**	**Students should be able to:** • Chair committees effectively • Run meetings using parliamentary procedures • Manage a project team • Give clear instructions • Make ethical decisions • Take the initiative when appropriate • Delegate responsibility • Project an appropriate image of leadership • Communicate in a timely manner • Compromise and build consensus within a team
9 **COMPUTER SKILLS**	**Students should be able to:** • Utilize word processing & spreadsheet packages • Utilize software packages used in your profession
10 **GLOBAL PERSPECTIVE**	**Students should be able to:** • Understand global markets • Understand international business protocol • Understand multi-cultural communication patterns • Understand global natural resource issues • Recognize international geography • Speak a second language