

**REDBANK VALLEY SCHOOL DISTRICT
BUSINESS CURRICULUM MAP**

SIMULATED OFFICE EXPERIENCE

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
*Phone Skills *Office Equipment	*Computer Skills *Reading, Writing, & Math Skills	*Time Management *Communication Skills *Appearance & Attire	*Alaphabetic Filing *Numeric Filing *Geographic Filing	*Good Health & Job Success *Developing Leadership Skills	*Being a Valued Employee *Being a Team Player	*Safety & Law in the Work Place	*Job Search *Job Application	*Job Interviews