



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Approval of Business and Life Skills II Course for Local Credit

SUBMITTED BY: Dolores Wise-Barrera, Executive Director of High School Instruction

OF: Curriculum and Instruction Department

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: December 18, 2019

Recommendation:

One Local Credit

Course provides students with knowledge and skills for general employment as well as the means of obtaining those skills.

Rationale:

The course is a continuation of Business and Life Skills I. This course is designed to guide students in obtaining knowledge and needed skills that will be used in a variety of jobs and careers. These skills are essential in any employment situation.

Budgetary Information:

None

Board Policy Reference and Compliance:

EHAD (LEGAL)



Business and Life Skills II

Local Credit

PEIMS Code:

Abbreviation: Grade Level(s): 11-12

Award of Credit: 1.0

Course Description:

This course provides students the opportunity to work with other students to improve their fundamental of personal appearance in the work environment. This course also includes the continuation of knowledge, skills and attitudes that will enhance their work-related decisions and become strong members of the work team.

Essential Knowledge and Skills:

- (A) Business & Life Skills, as part of their educational foundation before they can be successful in the workforce, focuses on honing skills that prepare high school students for the workplace. This course is designed to educate students on the skills that are considered essential for employment, including personal appearance, job-related social skills, working as a member of a team, organization, a strong work ethic, working with money, and customer service and interactions.

Business & Life Skills

- (1) The student demonstrates general employability skills by maintaining basic requirements of personal health, hygiene, and grooming. The student is expected to:
- (A) evaluate the importance of grooming, hygiene, and appearance in personal and professional settings;
 - (B) select and maintain clothing to maximize appearance for a variety of possible employment experiences; and
- (2) The student demonstrates social interaction skills necessary for personal and career success. The student is expected to:
- (A) demonstrate conventional social behaviors when interacting with peers and adults in work-based by:
 - (i) saying please and thank you;
 - (ii) giving and receiving compliments;

- (iii) giving and receiving apologies;
 - (iv) accepting feedback concerning various job behaviors; and
- (B) practice social skills in work-based atmosphere by:
 - (i) working cooperatively as a member of a team;
 - (ii) working effectively with people who have different personalities;
 - (iii) helping others when asked or without being asked;
- (3) The student demonstrates personal characteristics that will result in success in the workplace. The student is expected to:
 - (A) use specific verbal and written language to communicate needs and ideas;
 - (B) demonstrate effective communication skills including verbal, nonverbal, written, and electronic;
 - (C) apply stress management techniques.
- (4) The student demonstrates employability skills in a job setting. The student is expected to:
 - (A) identify expectations of employers such as having a positive attitude, self-reliance, staying on task, being punctual and displaying initiative;
 - (B) practice the development of positive interpersonal skills in the workplace through role-play.
- (5) The student demonstrates personal responsibility when working with money. The student is expected to:
 - (A) positively interact with customers while making financial transactions; keep a focus on money transactions to avoid loss of finances; and,
 - (B) keep accounting and recordkeeping best practices to avoid financial losses.