



# Request for Curriculum Change

## New Course/Content Proposal

Date: **10/23/17**

Department/Subject: **Business Education**

Person(s) initiating the request: **Stephanie Lourey, Jamie Bullock, Kristen Nellis, Al Anderson, Tony Harris**

School(s): **Junior High (new building)**

Grade(s): **7/8**

Course Title: **Workplace Skills**

Describe the process that led to this request for the deletion of course/content area:

**Alignment with high school courses that tie into the pathway to “Business Essentials Certificate”.**

### Specific Information to Accompany Request

#### Learner Outcome (Elementary)/Course Outlines (Secondary)

Refer to the learner outcomes/course outline format and guidelines and attach learner outcomes/course outline to your proposal

#### Budget Considerations

- **Textbooks** – If textbooks will be necessary to teach this course, complete the New Textbook Request Form and attach this form to your proposal.
- **Curriculum Writing** – If curriculum writing is necessary to develop this course, complete the Curriculum Writing Request Form and attach this form to your proposal.
- **Software** – If software materials are necessary to teach this course, complete the appropriate Software Request Form and attach this form to your proposal.
- **AV Materials** - If AV Materials are necessary to teach this course, please list required items on a separate sheet and attach it to your proposal.
- **Equipment/Hardware** – If specific equipment and/or hardware is necessary, complete the Request & Information Sheet for New and Replacement Equipment Form and attach this form to your proposal.
- **Staff Development** - If specific workshops or specific knowledge needs to be acquired to teach this course, complete an EGDC form.

## Effects of the Learner Outcomes/New Course Proposal

### Does the change affect:

- Current curriculum: **no**
- Programs in other departments/grade levels: **no**
- Credit requirements: **no**
- Prerequisite requirements: **no**
- Staffing: **no**
- Space allocation: **no**
- Master schedule: **yes**
- District Technology impact: **yes**
- Other:

## Signatures

Signatures indicate agreement with the course proposal.

John-Paul Jacobson  
Century/Southwest Principal

Kelly Lafean  
Area Learning Center Principal

Jim Caldwell  
High School Principal

Diane Giorgi  
Director of Teaching and Learning



## Secondary Course Outline

### Forest Lake Area Schools

Course name: Workplace Skills

Grade(s): 7/8

Course description:

The “most needed” workplace skills are also the key to school success. The skills taught in this course will not only help you in your future career, but will prepare you for junior high and beyond! Learn how to keyboard correctly to increase your speed, strengthen your communication, and improve your teamwork skills. Many more helpful skills needed in the workplace setting will be mastered in this class.

Graduation standard(s) information: (alignment with Minnesota Academic Standards or national standards)

*Standards taken from the National Standards for Business Education, National Business Education Association, 2007.*

#### 1. Self-Awareness

Achievement Standard: Assess personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development.

#### 2. Workplace Expectations

Achievement Standard: Relate the importance of workplace expectations to career development.

#### 3. Input Technologies

Achievement Standard: Use various input technologies to enter and manipulate information appropriately.

#### 4. Foundations of Communication

Achievement Standard: Communicate in a clear, complete, concise, correct, and courteous manner on personal and professional levels.

#### 5. Technological Communication

Achievement Standard: Use technology to enhance the effectiveness of communication.

Learner outcomes:

Students will:

1. List desirable skills in the workplace.
2. Demonstrate proper keyboarding technique.
3. Create a variety of business documents on various applications.
4. Explain what professionalism is.
5. Demonstrate digital citizenship.
6. Explain proper etiquette for the workplace and for various workplace settings.
7. Explain the different types of communication that happens in the workplace.
8. Apply appropriate communication skills across settings, purposes, and audiences.
9. Evaluate whether clothing meets dress code for the workplace.
10. Demonstrate proper meet and greet skills to make a positive first impression.
11. List ways in which you can contribute to a team setting.
12. Explain ways that transferable skills can be improved and demonstrated.

Course content:

### **Workplace Skills Introduction**

- Understanding the Workplace
- World of Work
- Success in the Workplace
- Employability Skills - Hard vs. Soft
- Career Inquiry

### **Real World Computer Skills**

- Computer Station Ergonomics
- Keyboarding Technique Introduction/Review
- Keyboarding Accuracy & Speed Development
- Creating Correspondence with Office Applications

### **Professionalism & Etiquette**

- Professionalism in Today's Workforce
- Professional Work Attitudes
- Dress Code
- Work Ethic
- Digital Citizenship
- Managing Workplace Stress
- Chain of Command
- Workplace Culture

### **Communication Skills**

- Main Types of Communication
- Types of Communication in Business
- Listening Skills
- Presentations Skills
- Email-writing Skills
- Report-writing Skills
- Meeting Management Skills
- Office Communication Skills
- Negotiation
- Assertiveness
- Conflict Resolution
- Barriers to Communication

### **Networking Skills**

- Introduction to Networking
- Make a Positive First Impression
- Social Media to Network
- Follow-up using Electronic Communication
- The Trickle-Down Effect

### **Teamwork Skills**

- Teamwork on the Job
- Working cooperatively
- Contributing to the Team
- Group Decision-Making Involvement
- Working with Diverse Groups of People

### **Transferable Skills**

- Enthusiasm & Attitude
- Problem Solving
- Lifelong Learning
- Time Management
- Empathy

Goal Setting  
Independent Skills  
Organizational Skills  
Individuality in the Workplace

Notes: Students will use the following computer programs which are all accessible online: *Keyboarding Online Website*, *Google Docs*, *Microsoft Office*