



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC:** Approval of Business and Life Skills 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:** July 9, 2019

## **Recommendation:**

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

## **Rationale:**

The course is designed to guide students in obtaining the knowledge and the needed business skill that will be used in a variety of jobs and careers and are considered essential in any employment situation.

## **Budgetary Information:**

None

## **Board Policy Reference and Compliance:**

EHAD (LEGAL)

EHAA (LEGAL)



## Business and Life Skills

Local Credit

PEIMS Code:

Abbreviation: Grade Level(s): 9-12

Award of Credit: 1.0

### Course Description:

This course provides students with knowledge of skills for general employment as well as the means of obtaining those skills. Skills include fundamentals of maintenance of personal appearance and grooming. The course also includes the knowledge, skills, and attitudes that allow employees to get along with their co-workers, make important work-related decisions, and become strong members of the work team.

This course is designed to guide students in obtaining the knowledge and the needed business skills that will be used in a variety of jobs and careers and are considered essential in any employment situation. Students will learn and apply basic knowledge of what is expected in the workplace.

### Essential Knowledge and Skills:

- (a) Introduction
- (b) 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

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- (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, non- verbal, 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.