

Applied Retail and Business Skills Syllabus 2023-2024

Description: The students in the Applied Retail & Business Skills program rotate through the following stations at JC's, the school store: cashier, inventory control, maintenance, food preparation, and snack station. The classroom instruction includes lessons to inform and enhance training and skills learned through operations. Also included are lessons on social skills, communication skills, and employability skills (soft skills).

Second semester senior students that qualify for an independent internship will be eligible for placement within the community with minimal supervision. The remaining students will complete their internships at JC's (Lewis & Clark store) with continued supervision; with the emphasis on job readiness and workplace skills, along with a heavier workload and increased responsibilities.

Course Objectives:

1. Students will understand safety procedures when working in food preparation.
2. Students will demonstrate the employability skills of punctuality, good attendance and professional appearance.
3. Students will understand and demonstrate good customer service skills.
4. Students will demonstrate a mastery of working with money in a retail environment.
5. Students will demonstrate a mastery of food preparation and presentation.

Required Text: None

Course Topics:

1. Hygiene
2. Food safety
3. Food preparation
4. Food presentation
5. General business skills
6. Counting money
7. Making change in the retail environment
8. Customer service
9. Social Skills
10. Resume building/interviewing

Instructors:

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