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**DATE: March 20, 2017**

**INFORMATION ITEM**

<b>SUBJECT</b>	<b>New Career and Technical Education Courses at Clifton Middle School</b>
<b>RATIONALE</b>	<p>As presented by CMS principal, Kim Crandall, at the February School Board meeting, she is planning to implement a new schedule at CMS for the 2017-18 school year. With the implementation of this schedule the plan is to offer three additional CTE courses. The state department must approve the new course applications, but the School Boards' approval is also needed. The course descriptions are provided for your information. Approval to offer the new courses will be asked for at the April meeting.</p> <p><b>7<sup>th</sup> grade      Keyboarding (6150/ 9 week course)</b>        This course is designed for middle school students to develop and enhance touch skills for entering alphabetic, numeric and symbol information on a keyboard. Students compose and produce personal, educational, and professional documents.</p> <p><b>8<sup>th</sup> grade      Make It Your Business (8112/ 9 week course)</b>        Students design, establish, and operate a small group or class business, producing a service or product that meets an identified school or community need. Emphasis is placed on the introduction and application of business terminology, basic entrepreneurship concepts, and fundamental business principles. Basic academic skills (mathematics, science, English, and history/social science) are integrated into this course.</p> <p><b>8<sup>th</sup> grade      Career Investigation Phase I (9068/ 9 weeks)</b>        This course prepares students to be "career investigators." To obtain the title, students must assess their roles in society, identify their roles as workers, analyze their personal assets, complete a basic exploration of career clusters, select career fields or occupations for further study, and create a plan based on their academic and career interests.</p>
<b>ESTIMATED COSTS</b>	
<b>BUDGET CATEGORY</b>	Career and Technical Education
<b>LEGAL REFERENCE</b>	
<b>STAFF CONTACTS</b>	Jan Hobbs, Director of Assessment and Accountability
<b>SUPERINTENDENT'S RECOMMENDATION</b>	