

FIFTH CITY BUSINESS CAREERS

Fifth City Business Careers (FCBC) opened on January 21, 1980 as a thirteen week learn-by-doing program which combines office skills in accounting, office procedures and typing in a simulated office environment. Its primary objective is to upgrade participant skills and style to allow them to be employed by graduation.

FCBC is a demonstration of a dynamic relationship between government, business, community and education. The Mayor's Office of Employment and Training administers the federal CETA grant from which FCBC receives its direct training funds. The involvement of businesses has included providing a model office training site with modern equipment, special training opportunities, field trips as well as employing the graduates. Residents of the Fifth City Community offer advise thru the Industrial Promotion Corporation and provide structural support thru the services of the preschool and shopping center. The FCBC staff use imaginal education learned from the Institute of Cultural Affairs as the basis for their educational philosophy and methods.

The Background

FCBC grew out of Fifth City's community plan in 1976 to have a commercial training school. It began as 'The Commercial School' which met at night and trained approximately eight students every thirteen weeks. Fifth City recognized this was inadequate to meet the needs presented by the high unemployment rate of the area so it sought the support of the government and business community to provide a full time program. As a result FCBC began as a full time 13 week program with 27 students in each session.

The aim of FCBC is to employ people of all ages who are cut off from easy access to the job market. Many students are recently widowed or divorced, come from minority groups, are unskilled, under-educated or have language difficulties. Some are new to office routines and skills while others have previous business experience.

The Results

FCBC is currently in its sixth session: 120 students have graduated and 27 are now in training preparing for jobs by graduation, July 24, 1981. In the first two sessions the students were from the Westside of Chicago; since then the students have come from all across the city (as far south as 110th Street and as far north as Uptown). THE PLACEMENT AVERAGE IS NOW OVER 65% WITH 62 COMPANIES EMPLOYING THE GRADUATES (see business list attached).

The Future

This is an exciting moment for FCBC because the computer curriculum has been introduced in this session giving HANDS ON TIME IN WORD PROCESSING AND DATA PROCESSING. In the past many students hired were given computer training on their jobs. Therefore the students from the next graduation will be better prepared for computer-related jobs.

The Curriculum

The FCBC curriculum focuses on the individual's total employability (see curriculum design attached). This includes proficiency in clerical skills as well as developing the intangible elements of confidence, pride in one's work, and the ability to be a problem solver. Office simulated curriculum is used to relate the participants to a real work environment.

In ACCOUNTING the students are 'employed' as accounting clerks for the Mountain View Office Supply Corporation. They learn all the steps of accounting (including accounts receivable, accounts payable and the combinations journal) and become skilled in using the 10 key calculator by touch.

In OFFICE PROCEDURES the students are 'employed' as CRT operators for Trans-America Office Supply Company. They have 25 hours of computer hands on time where they are introduced to computer language, word processing and data processing. They are able to input and output letters and accounts receivable/payable information. Additional skills are taught in alphabetical and numerical filing, reception and telephone courtesy, and Human Relations (to release motivation and instill a sense of self-worth).

In TYPING the students are 'employed' as clerk typists for Snow Country Ski Equipment Corporation. They type letters, memos, vouchers and itineraries. Touch typing skills are taught with the objective of obtaining a goal of 40-50 words per minute during the 78 hours of keyboard training.

One unique aspect of the program is related to the CAREER DEVELOPMENT curriculum. On 'Anything Can Happen' Wednesdays, students reflect on their business style through workshops on Time Management, Budget Planning and Creating a Business Wardrobe. Tours are taken to corporations to observe the working environment. The Business Ethics Panel is a highlight because it allows the students to hear and ask questions of business personnel regarding their anticipations of new employees. There is an additional emphasis on business math and English (including punctuation, vocabulary, spelling and grammar). About ten students a session prepare for their GED exam which they take during the school.

In the tenth week these curriculum arenas become one as all the students are "hired" as employees of the "LESTER HILL CORPORATION". The jobs include department managers, accounting clerks, billing clerks, clerk typists and receptionist. Lester Hill is often mentioned by the students as the most helpful part of the curriculum for job readiness as it increases their confidence and enables them to work as a team.

The last two weeks are totally focused on JOB SEARCH. Students examine their long and short range employment goals. They prepare resumes and set appointments for job interviews. During this time the class averages 250 appointments. As a result many students are able to announce their new jobs at the graduation luncheon at the end of the school.

FIFTH CITY BUSINESS CAREERS COURSE OUTLINE

WEEKS	1	2	3	4	5	6	7	8	9	10	11	12	13
OBJECTIVES	INTENSIVE SKILL BUILDING						PRACTICAL SKILL APPLICATION			OFFICE STYLE REFINEMENT			
TYPING	KEYBOARD LEARNING AND REVIEW				PRODUCTION TYPING		SNOW COUNTRY TYPIST PACKET			SPEED AND CONTROL			
ACCOUNTING	MOUNTAIN VIEW ACCOUNTING CLERK PACKET						PROFESSIONS ACCOUNTING PACKET BUSINESS PROBLEMS						
OFFICE PROCEDURES	TELEPHONE COURTESY FILING		INTRODUCTION TO WORD PROCESSING			HUMAN RELATIONS	INTRODUCTION TO DATA PROCESSING			LESTER HILL OFFICE SIMULATION		INTERVIEWING TECHNIQUES	
CAREER DEVELOPMENT	TIME MANAGEMENT		FINANCIAL MANAGEMENT		COMMUNICATION SKILLS		OFFICE STYLES		CAREER PLANNING		JOB SEARCH		
BUSINESS MATH	BUSINESS MATH AND CALCULATOR DRILLS												
BUSINESS COMMUNICATION	BUSINESS COMMUNICATION, ENGLISH, SPELLING AND VOCABULARY												

FIFTH CITY BUSINESS CAREERS GRADUATES
Have Been Hired By These Businesses:

Ace Hardware	Harold J. Lehman
Adams Manufacturing	Leyden Development
A F C O	Lewis Groceries
Alexander and Alexander	Loyola University Hospital
American National Bank	Ludlow Typograph
American Newspaper Reps	McDonalds
Andy Fran	Mt. Sinai Hospital
A. V. Production	Mid-South Law Office
Avon Products, Inc.	Millers National Insurance
Baby Perfect	National Can
Board of Education	Nelson Woodward
Braco Industries	Newark Company
Carsons	Northern Trust
Central Telephone (CENTEL)	Northwest Industries
Chicago Cultural Center	Oak Leyden Development Services
Chicago School of Auto Transmission	Omni Design
Citizens National Bank	Palmer House
City Bank of Chicago	Peerless Bank
CNA	Peoples Energy Corporation
Conrad Hilton	Pheoll Manufacturing
Cook County Hospital	Prudential Insurance Company
Dandee Display Fixtures	Ring America
Department of Health	River Forest Bank
Department of Public Aid	Roscoe Company
Dramatic Publishing	Sears Bank and Trust
Electric Support System	Sears & Roebuck
Electro Globe	Seville Temporary
E. J. Brachs & Co.	Standard Stationary
Faber Laboratories	State of Illinois
F C A	Teninga-Bergstrom Realty Company
Florsheim	Tony's Tailor Shop
Hammond Organ	U-Haul
Hyatt Regency	Universal Electric
Illinois Service Bureau	University Parks
Industrial Garment Service	U.S. Army
Levon Photographers	W.S.O.
Kenwood Community Organization	Welby Division
	Zenith