



Dublin City Schools
Business
Graded Course of Study
2022

Business Education Vision

In Dublin City Schools, we believe that all students deserve experiential learning opportunities that support each child in making connections to business and industry. The Business curriculum provides our high school students with learning experiences that focus on the development of employability and technical skills through collaboration, design thinking, problem solving, and resilience. We believe that by teaching students these skills, they can transfer them to their future endeavors that may include education, entrepreneurship, enlistment and/or employment.

Instructional Agreements:

- Experiential learning will be a cornerstone of learning within Business, providing students with real-life learning that will serve their future.
- Students will be provided opportunities to connect their learning with their own experiences.
- Employability (soft) skills will be integrated into course instruction.
- Learning will connect to real world problems and applications.

Personal & Business Law

Personal & Business Law Course Goals: Personal Law is designed to provide students with the opportunity to explore various areas of law as they relate to juveniles, individuals and business. The students will explore the following areas of our legal system: The Constitution, criminal and civil law, the court system, juvenile law and business law.

Personal & Business Law		
Strand	Topic	Content Statements
1. Business Operations/21st Century Skills Learners apply principles of economics, business management, marketing and employability in an entrepreneur, manager and employee role to the leadership, planning, developing and analyzing of business enterprises related to the career field	1.1 Employability Skills: Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.	1.1.2 Identify the scope of career opportunities and the requirements for education, training, certification, licensure and experience. 1.1.7. Apply problem-solving and critical-thinking skills to work-related issues when making decisions and formulating solutions.
	1.2 Leadership and Communications: Process, maintain, evaluate and disseminate information in a business. Develop leadership and team building to promote collaboration.	1.2.1 Extract relevant, valid information from materials and cite sources of information. 1.2.2 Deliver formal and informal presentations. 1.2.4. Use negotiation and conflict-resolution skills to reach solutions. 1.2.12 Use technical writing skills to complete forms and create reports.
	1.3 Business Ethics and Law: Analyze how professional, ethical, and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.	1.3.1. Analyze how regulatory compliance affects business operations and organizational performance. 1.3.3 Use ethical character traits consistent with workplace standards (e.g., honesty, personal integrity, compassion, justice). 1.3.6. Identify deceptive practices (e.g., bait and switch, identity theft, unlawful door-to-door sales, deceptive service estimates,

		<p>fraudulent misrepresentations) and their overall impact on organizational performance.</p> <p>1.3.7 Identify the labor laws that affect employment and the consequences of noncompliance for both employee and employer (e.g., harassment, labor, employment, employment interview, testing, minor labor laws, Americans with Disabilities Act, Fair Labor Standards Acts, Equal Employment Opportunity Commission [EEOC]).</p> <p>1.3.8 Verify compliance with computer and intellectual property laws and regulations.</p> <p>1.3.9 Identify potential conflicts of interest (e.g., personal gain, project bidding) between personal, organizational and professional ethical standards.</p>
	<p>1.4 Knowledge Management and Information Technology: Demonstrate current and emerging strategies and technologies used to collect, analyze, record and share information in business operations.</p>	<p>1.4.2 Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines).</p> <p>1.4.3 Verify compliance with security rules, regulations and codes (e.g., property, privacy, access, accuracy issues, client and patient record confidentiality) pertaining to technology specific to industry pathway.</p> <p>1.4.6 Use an electronic database to access and create business and technical information.</p> <p>1.4.8 Use electronic media to communicate and follow network etiquette guidelines.</p>
	<p>1.6 Business Literacy: Develop foundational skills and knowledge in entrepreneurship, financial literacy and business operations.</p>	<p>1.6.4 Identify types of businesses, ownership, and entities (i.e., individual proprietorships, partnerships, corporations, cooperatives, public, private, profit, not-for-profit).</p> <p>1.6.12. Describe classifications of employee benefits, rights, deductions and compensations.</p>

<p>2. Business Foundations Learners acquire foundational knowledge of business activities in a global environment that are undergirded by economic principles and business processes.</p>	<p>2.2 Economic Principles: Relate principles and concepts of applied economics to business models, business activities and organizational goal achievement.</p>	<p>2.2.7 Determine the relationship between government and business, identify government agencies that facilitate trade, and describe the impact of government regulations on business activities.</p>
	<p>2.3 International Business: Relate factors impacting international business to internal business operations, practices and strategies.</p>	<p>2.3.11 Explain the nature of global legal systems (e.g., civil or code, common, statutory), their impact on global trade and the approaches and legal recourse available to resolve disputes in global markets.</p>
<p>3. Business Relationships Learners apply tactics, processes and strategies to develop and build relationships with stakeholders (e.g., customers, staff, vendors), to address stakeholder interactions and problems and to develop a collaborative work environment.</p>	<p>3.1 Customer Relations: Apply techniques, strategies and tools to develop, maintain and grow positive internal and external customer, or client, relationships.</p>	<p>3.1.5 Maintain confidentiality or privacy of internal and external customers.</p>

<p>4. Business Governance Learners apply governance principles to plan, organize and monitor an organization's strategy, structure and systems to ensure achievement of organizational goals and objectives.</p>	<p>4.3 Compliance: Develop compliance systems, processes and procedures used to manage compliance risk across an organization.</p>	<p>4.3.1 Compare and contrast internal and external authoritative sources of compliances standards (e.g., legal code, government agencies and self-regulatory organizations), the types of institutions governed and the penalties associated with noncompliance.</p> <p>4.3.2 Explain the impact of compliance requirements on business structure, functions (e.g., marketing, information technology, human resources), products and services and pricing.</p> <p>4.3.3 Explain the elements of a compliance program and how requirements and expectations differ across industry sectors (e.g., financial services, healthcare, consumer products, restaurants and food and beverages, etc.).</p> <p>4.3.7 Monitor compliance with organizational or departmental compliance policies and procedures (e.g., continuing education requirements, prevention of fraudulent practices, record falsification or alteration, patient or customer abuse, lack of follow-up).</p> <p>4.3.8 Identify strategies for managing professional liability and malpractice risks (e.g., incompetent or impaired physicians, unnecessary procedures, patient or customer misconduct, service or medical errors, lack of training, poor documentation).</p>
	<p>4.4 Legal Environment: Identify the requirements of the legal environment in which business and society operate to facilitate lawful and ethical operations.</p>	<p>4.4.1 Distinguish between secured and unsecured creditors, explain the debtor-creditor relationship and legal protections provided each party, and determine relief options for debtors.</p> <p>4.4.2 Describe consumer rights and responsibilities, services provided by consumer protection agencies and consumer protection laws.</p> <p>4.4.3 Explain businesses' responsibility for product safety, and identify product liability issues and the applicable laws and regulations.</p> <p>4.4.4 Describe advertising laws and regulations in digital and brick-and-mortar business environments.</p> <p>4.4.5 Identify employment laws, and describe the rights and responsibilities of parties to an employment contract, types of workplace regulations (e.g., OSHA, ADA, FMLA), role of equal opportunity employment and the role of unions in business.</p>

		<p>4.4.6 Explain retirement plans, and describe pension and profit-sharing laws.</p> <p>4.4.7 Explain tax regulations affecting business, tax reporting requirements, penalties for noncompliance with tax laws and the tax enforcement process.</p> <p>4.4.8 Identify the characteristics and process differences that distinguish commercial real estate settlement from residential real estate settlement.</p> <p>4.4.9 Describe legal documents relating to the purchase, sell and lease of residential property, insurance requirements, and residential real-estate settlement procedures.</p> <p>4.4.10 Identify the duties of landlords and tenants.</p> <p>4.4.11 Describe forms of bankruptcy and bankruptcy proceedings, and explain the impact of these proceedings on business.</p> <p>4.4.12 Identify legal procedures pertinent to estates, and identify types of legal documents associated with estates (e.g., testamentary letters, wills, trusts, power of attorney, estate tax returns).</p> <p>4.4.13 Describe family and domestic relations law considerations for adoption, eldercare and assisted living.</p>
	<p>4.5 Legal Research: Apply legal reasoning to establish a legal position that effectively and efficiently discharges legal obligations while supporting business operations and the achievement of business objectives.</p>	<p>4.5.1 Conduct legal research, and organize results in logical order.</p> <p>4.5.2 Identify required process for obtaining access to information.</p> <p>4.5.3 Draft release or access documents.</p> <p>4.5.4 Validate information (e.g. factual documents, evidence, exhibits, legal client matters) for use in legal proceedings.</p> <p>4.5.5 Prepare fully-compliant legal documents, common court documents and supporting documentation (e.g., digests of deposition transcripts, exhibit lists).</p> <p>4.5.6 Identify interrelationships among cases, statutes, regulations and other legal authorities; and apply a recognized legal authority to specific factual situation(s).</p> <p>4.5.7 Recognize when and why varied fact situations allow for exceptions to general legal rules.</p>

	<p>4.6 Corporate Social Responsibility (CSR): Interpret, apply and communicate an organization's ethics and social responsibility policies and code of conduct in routine and ambiguous situations.</p>	<p>4.6.1 Compare and contrast ethical standards and challenges in domestic and international markets and across countries or areas (e.g., Brazil, China, Latin America, Pacific Rim).</p> <p>4.6.2 Compare and contrast ethical challenges across industry sectors (e.g., healthcare, financial services, consumer products, manufacturing, retail) and functional areas (e.g., marketing, human resources, financial reporting).</p> <p>4.6.3 Describe social responsibility policies and practices, and explain their impact on business operations and performance (e.g. community development, charitable foundations, green practices).</p> <p>4.6.4 Identify factors that impact the social responsibility policies implemented by businesses (e.g., national and state regulations, market or customer requirements, and profit considerations).</p> <p>4.6.9 Exhibit ethical behavior and social responsibility in the global environment in which business operates.</p>
	<p>4.8. Legal Foundations: Identify the legal principles that undergird business operations, and apply regulatory provisions to business situations.</p>	<p>4.8.1 Acquire information about the role of the constitution in business law, sources of law in the United States and the role of the U.S. judicial system.</p> <p>4.8.2 Distinguish among types of laws (e.g., criminal, civil, regulatory), and explain their major functions.</p> <p>4.8.3 Describe criminal and civil law and proceedings that impact legal requirements from initial filing activities to settlement and appeals.</p> <p>4.8.4 Explain the functions performed by officials in the court system, the differences in functions and procedures among the different courts (e.g., trial court, appellate court, administrative hearings) with the state and federal court systems and the impact of these differences on the management of documentation and evidence.</p> <p>4.8.5 Describe how the legal environment in which businesses operate is affected by the civil infrastructure (e.g., torts, contracts, legal agreements) of the United States.</p>

		<p>4.8.6 Distinguish among types of torts (i.e., intentional, negligence and strict liability), and explain the impact of tort law on business.</p> <p>4.8.7 Describe legal issues affecting businesses and the impact of government regulations and regulatory agencies on businesses.</p> <p>4.8.8 Identify factors impacting the options available to settle a legal matter (e.g., contract terms, statutory requirements, legal precedents, evidence).</p> <p>4.8.9 Identify requirements needed for an enforceable contract, and differentiate among types of contracts (e.g., oral, written, implied, transferable, non transferable).</p> <p>4.8.10 Determine the rights of parties in a contract, how the contract can be discharged and what actions can occur with a breach of contract.</p> <p>4.8.11 Determine tactics businesses can take to avoid litigation and alternative methods and processes they can use to resolve disputes.</p> <p>4.8.12 Explain the importance of property in the legal environment of business; and describe how ownership rights are acquired, held and transferred.</p> <p>4.8.13 Identify areas of law relevant to a particular situation, define statutes of limitations for areas of law, and distinguish between substantive and procedural law.</p> <p>4.8.14 Describe environmental law agencies and regulations, procedures for reporting violations and the impact of environmental law on business.</p> <p>4.8.15 Describe administrative law and the types and powers of administrative agencies.</p>
<p>8. Process Management Learners apply principles of business-process management to define, execute,</p>	<p>8.4 Contract Oversight: Administer contracts to achieve organizational goals and minimize risk.</p>	<p>8.4.2 Explain contract components and their associated risks, terms, and conditions.</p> <p>8.4.8 Describe options available to resolve breach of contract efficiently and effectively to reduce business loss (e.g., renegotiation of terms, settlement).</p> <p>8.4.9 Explain factors considered when evaluating acceptance of offers.</p> <p>8.4.10 Plan for and comply with contract termination provisions to</p>

visualize, analyze, measure and improve processes to achieve organizational goals.		reduce business risk (e.g., provide notice, process refunds).
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