



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.

## Professional Foundations/College Computer Skills

### Professional Foundations/College Computer Course Goals:

Career based learning is a proactive approach to bridging the gap between high school and high-skill careers. Students build on classroom-based instruction to develop employability skills that prepare them for success in postsecondary education and future careers. Upon completion of this course students will have the opportunity to become certified in a chosen skill for their future careers. These certifications can be chosen from a designated list.

Communication Skills		
Strand	Topic	Content Statements
<p><b>1. Business Operations/21st Century Skills</b> 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.</p>	<p><b>1.2 Leadership and Communications:</b> Process, maintain, evaluate and disseminate information in a business. Develop leadership and team building to promote collaboration.</p>	<p><b>1.2.6</b> Use proper grammar and expression in all aspects of communication.</p> <p><b>1.2.11</b> Write professional correspondence, documents, job applications and resumés.</p> <p><b>1.2.12</b> Use technical writing skills to complete forms and create reports.</p>

## Employability Skills

Strand	Topic	Content Statements
<b>1. Business Operations/21st Century Skills</b> 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.	<b>1.1 Employability Skills:</b> Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.	<b>1.1.2</b> Identify the scope of career opportunities and the requirements for education, training, certification, licensure and experience.
	<b>1.4 Knowledge Management and Information Technology:</b> Demonstrate current and emerging strategies and technologies used to collect, analyze, record and share information in business operations.	<b>1.4.8</b> Use electronic media to communicate and follow network etiquette guidelines.
<b>3. Business Relationships</b> Learners apply tactics, processes and strategies to develop and build	<b>3.3 Business Communications Management:</b> Apply strategies and procedures to plan, create, implement, and evaluate internal and external company communications.	<b>3.3.5</b> “Sell” ideas to internal and external audiences.

<p>relationships with stakeholders (e.g., customers, staff, vendors), to address stakeholder interactions and problems and to develop a collaborative work environment.</p>		
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Data Analytics		
Strand	Topic	Content Statements
<p><b>1. Business Operations/21st Century Skills</b> Learners apply principles of economics, business management, marketing and employability in an entrepreneur, manager and employee role to the leadership, planning, developing and</p>	<p><b>1.4 Knowledge Management and Information Technology:</b> Demonstrate current and emerging strategies and technologies used to collect, analyze, record and share information in business operations.</p>	<p><b>1.4.2</b> 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><b>1.4.7</b> Use personal information management and productivity applications to optimize assigned tasks (e.g., lists, calendars, address books).</p>

analyzing of business enterprises related to the career field.		
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Certifications		
Strand	Topic	Content Statements
<p><b>1. Business Operations/21st Century Skills</b> 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</p>	<p><b>1. Employability Skills:</b> Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings</p>	<p><b>1.1.2</b> Identify the scope of career opportunities and the requirements for education, training, certification, licensure and experience.</p>
<p><b>6. Resource Management</b> Learners develop</p>	<p><b>6.3 Business Applications:</b> Apply tools, processes and procedures to manage the efficient and effective use</p>	<p><b>6.3.2</b> Mine standard databases (e.g., accounting, customer, product, vendor, sales, operations, human resources, patient, supplier, procurement), apply analytical tools, and interpret</p>

<p>a deep understanding of the role of management in organizations and the strategies, processes, procedures and tools needed for efficient, effective management of business information, knowledge and talent.</p>	<p>of technology to achieve organizational goals.</p>	<p>the findings.</p>
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