



**Dublin City Schools
Young Professionals Academy (YPA)
Graded Course of Study**

Course Goals

Students in YPA will be provided with an introduction to careers, professional employability skills, and networking principles. Students will complete and analyze their own interests, talents and abilities to help them in self-discovery, learn about, and identify career pathways and opportunities that exist in Education, Employment, Enlistment, and Entrepreneurship.

This semester-long course allows students to learn about and develop the tools and employability skills (durable skills) needed to find and participate in work based learning opportunities. Students will be exposed to real-world careers by learning how and working through the process to set up two, six-week mentorships. These mentorships will allow the students to observe and connect with businesses and professionals to see how the topics and outcomes we discuss in class are utilized in real work settings. Students receive additional career based information and learning opportunities through site visits and guest speakers. Content derived from the Ohio Means Jobs Seal.

Career Exploration and Self-Discovery	
Topic	Student Competencies
Career and Professional Knowledge and Literacy	<ul style="list-style-type: none">• Research career and professional opportunities and the different educational and experiential paths that are involved in those opportunities (e.g., education, employment, enlistment, entrepreneurship, internships, and apprenticeships).• Assess and describe the reality, risk, and rewards (advantages and disadvantages) of educational, career, and professional opportunities.• Describe the various conditions involved in different types of employment: benefits, requirements, rights, compensations, expectations, advancement opportunities, as well as



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	<p>educational, experiential, and/or certification requirements needed for employment.</p> <ul style="list-style-type: none"> • Describe business activities and functions (e.g., accounting, human resources, management, marketing, sales, information management, logistics, etc); the interactions among these functions and activities and the differences in implementation that occur in professional settings (e.g., large vs. small business). • Describe and explain factors that motivate customers, clients, and business. • Identify and describe the ways that technology impacts businesses • Learn and apply techniques, strategies, and tools to develop, maintain and grow positive relationships with current and potential employers, coworkers, customers, and clients. • Identify, contact and pursue business, career, and professionals that may lead to work-based learning opportunities.
Self Assessment: Durable Skills, Talents and Interests	<ul style="list-style-type: none"> • Learn about, analyze, and describe your talents, interests, skills, and strengths to develop an idea about which career paths would be a good fit. • Demonstrate the ability to set goals and have a plan for self and professional growth.
<p>Employability Skills (Durable Skills)</p> <p>Develop career and self awareness needed for gaining and maintaining employment in a variety of business and diverse career settings by learning, practicing and demonstrating the following skills:</p>	
Topic	Student Competencies
Reliability	<ul style="list-style-type: none"> • Demonstrates integrity and responsibility in professional settings.
Work Ethic	<ul style="list-style-type: none"> • Demonstrates effective work habits, personal accountability, and a determination to succeed in professional settings.
Time Management (Punctuality)	<ul style="list-style-type: none"> • Demonstrates a commitment to be on time and a readiness to contribute. Demonstrates initiative and the skill needed to manage schedules and expectations.



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Discipline	<ul style="list-style-type: none">• Demonstrates an ability to follow rules, guidelines, and self-control. Stays on task.
Teamwork/Collaboration	<ul style="list-style-type: none">• Demonstrates the ability to build and maintain collaborative relationships with other and can work as part of a team.
Professionalism	<ul style="list-style-type: none">• Demonstrates honesty, integrity, dresses and acts appropriately and responsibly.• Demonstrates a desire to learn and willingness to admit and learn from mistakes.• Learn, describe, and demonstrate personal and professional ethics and boundaries.• Learn, describe and demonstrate workplace and professional confidentiality.• Learn, describe and follow the legal requirements associated with the professional workplace environment (e.g., HIPPA , FERPA, OSHA laws; contracts, conditions of employment, and service agreements, etc.).• Learn, describe, and demonstrate the legal and ethical role that technology has in the workplace.
Learning Agility	<ul style="list-style-type: none">• Demonstrates a desire to continuously learn new information and skills.
Critical Thinking and Problem Solving	<ul style="list-style-type: none">• Demonstrates decision-making skills, analyzes issues effectively and things creatively to overcome problems.
Leadership	<ul style="list-style-type: none">• Demonstrates the ability to leverage and use the strengths of others to achieve common goals. Coaches, compliments, and motivates others and can prioritize and delegate work.
Creativity/Innovation	<ul style="list-style-type: none">• Demonstrates the use of original and inventive ideas. Communicates new ideas to others drawing on knowledge from different sources to find solutions.
Oral and Written Communication	<ul style="list-style-type: none">• Demonstrates the ability to articulate and communicate thoughts and ideas clearly and effectively in different written and oral forms.• Identify and use verbal, nonverbal, and active listening skills to communicate effectively in both formal and informal settings.• Deliver formal and informal presentations.• Use writing skills to complete emails, forms, reports, documents in professional settings.



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Digital Technology	<ul style="list-style-type: none">• Demonstrates an understanding of current and emerging technologies and leverages technology to solve problems, complete tasks, and accomplish goals.
Global/Intercultural Fluency	<ul style="list-style-type: none">• Demonstrates the ability to respect and value others opinions, thoughts, customs, and practices. Learns from diverse groups of people.
Career Management	<ul style="list-style-type: none">• Demonstrate self-advocacy. Articulate strengths, knowledge, and experiences relevant to success in post-secondary education, a job or career.
Networking	<ul style="list-style-type: none">• Describe a network (networking) and its purpose in both personal and professional settings.• Use networking techniques to identify, establish, develop and maintain relationships.• Learn, develop and use personal branding and marketing techniques to communicate and advertise the skills, talents, and experiences that businesses and professionals are looking for when seeking employees.