

## INTRODUCTORY COURSE FOR SOPHOMORES

Would you like to know more about the career area of Professional and Business Services? According to the Occupational Outlook Handbook, this career field includes some of the fastest growing industries in the U.S. economy which are expected to grow by 27.8 percent and add more than 4.5 million new jobs.

Our introductory course in business and communications is a one-semester class for high school sophomores. Our goal is to help students explore and learn about a variety of business-related topics. Students who take this course will also take a one semester introductory course in: construction, health, manufacturing, or the transportation field.

The core curriculum of the Business & Communications class prepares students to further their studies over the next two years in one of the following DACC programs that relate to the business industry: Academy of Business & Finance, Information Technology Academy, Microsoft IT Academy, or Medical Office.



### Sophomore Curriculum

- Basic Accounting
- Basic Computer Networking
- Business Communication
- Computer Applications
- Entrepreneurship
- Human Resources
- Internet Research
- Leadership/Professionalism
- Marketing
- Teamwork
- Training

### Career Exploration Benefits

- Students receive an individualized assessment of their career interests and aptitudes.
- Students visit career labs at the Career Center.
- In February of their sophomore year, students apply for admission to a two-year career training program at the Delaware Area Career Center.

Each semester, students will cover career development topics including, but not limited to: self-improvement, goal setting, customer relations, self-motivation, time management, cultural diversity, career exploration and community service.

*Prerequisite: A minimum of 3.75 credits at the end of 9th grade.*