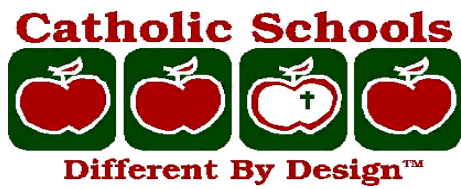


DIOCESE OF TOLEDO

BUSINESS COURSE OF STUDY

LAW



Catholic Youth and School Services
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Toledo, Ohio 43697-0985
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TABLE OF CONTENTS

| | |
|--|---|
| Business Course of Study Revision Committee: | 2 |
| Diocese of Toledo Philosophy | 3 |
| Philosophy of the Business Education Program | 4 |
| Points of Emphasis | 5 |
| Content Area: Law | 6 |
| Interrelationships of Business Content Areas | 8 |

Note: Separate courses of study are available through the CYSS website, www.cyss.org for the following additional Business content areas:

Accounting
Career Development
Communications
Computation
Economics
Personal Finance
Information Processing
Entrepreneurship
Marketing
Management
International Business

**BUSINESS COURSE OF STUDY
REVISION COMMITTEE
2001**

| | |
|---|---|
| Paula Domitio | Central Catholic High School Toledo, Ohio |
| Tandi Fritz | St. Mary's Central Catholic High School Sandusky, Ohio |
| Toby Hammond | Calvert High School Tiffin, Ohio |
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DIOCESE OF TOLEDO PHILOSOPHY

“The duty of human perfection, like the whole universe, has been renewed, recast, supernaturalized, in the Kingdom of God. It is a truly Christian duty to grow... and to make one’s talents bear fruit...It is a part of the essentially Catholic vision to look upon the world as maturing--not only in each individual or in each nation, but in the whole human race.”

(Teilhard de Chardin, The Divine Milieu)

The schools of the Catholic Diocese of Toledo assist parents in preparing their youngsters to assume their Christian vocation. The schools enable youngsters to perfect and grow in the knowledge, skills, values and attitudes to which they are called by Jesus Christ. This vocation begins and grows as each member hears the message of the Gospel, seeks to achieve a personal relationship with Jesus Christ and shares in a commitment of love and service of God and others in order to transform self and society.

Christian education in the Toledo diocesan schools is intended to make students become people of faith who can experience--inside and outside the school setting--learning and living in the light of this faith commitment. Students are instructed in human knowledge and skills in order to best relate human culture to God’s plan for his evolving creation. Religious education, i.e., instruction in truths and development of values, is of primary concern. This religious education serves as the basis by which students can integrate their experiences of learning and living at each stage of their development.

This integration thrives in a thoroughly Christian atmosphere where faculties and staffs share and demonstrate in their professional and private lives this same commitment to personal perfection and growth in Jesus Christ.

Toledo diocesan schools enable students to extend their personal faith commitment through prayer and by serving others. Together with faculty and staff, students participate in liturgical activities which foster community. Students explore ways to meet the challenges of tensions and conflicts which occur in community, especially in peacemaking and the achievement of justice. Gospel values impel students to special concern for all who suffer any disadvantage. Students are enabled to commit themselves to the public interest by developing the skills and talents needed to contribute to the life of the nation.

This experience of integrating learning and living a commitment of faith is a reason for hope. It is the duty of the schools of the diocese of Toledo to continually explore and rekindle hope for the future in the light of the present reality of the universe. Engaging our members--and the community-at-large--in a search for growth and perfection is our never-ending obligation. Our ultimate goal is union with Jesus Christ, “the way, the truth and the life.”

DIOCESE OF TOLEDO

PHILOSOPHY OF THE BUSINESS EDUCATION PROGRAM

In keeping with the philosophy of our diocese, the goal of the Business Education program is to educate students to acquire Christian ethics, values, and attitudes that can be applied to lifetime situations. The emphasis of the Business Education Program is to develop within the students Christian responsibilities as adult citizens, consumers, and workers.

Business Education provides a foundation for success for all students, regardless of what their ultimate goals in life may be. The students will gain knowledge, develop Christian attitudes, learn to work with others and apply concepts from the following content areas that are fundamental to Business Education: accounting, law, career development, communications, computation, economics, personal finance, information systems, entrepreneurship, marketing, management, and international business.

The Business Education Program continues to adjust and adapt to emerging technological advances. The development of these content areas results from a partnership of students, teachers, and the business community. With guidance, each student will develop connections from ideas, concepts, and applications.

Through these educational experiences the students, together with their Christian faith, will utilize their skills, values, and talents to serve God and others in order to transform society.

DIOCESE OF TOLEDO BUSINESS COURSE OF STUDY - POINTS OF EMPHASIS

Following are some important points concerning this Business Course of Study:

- 1) The content, techniques, and resources included are grounded in the Diocesan and Business Education Philosophies as indicated on the previous pages. Thus, a discussion about business ethics or honesty in the marketplace is as important as the content itself. Business teachers should not hesitate to infuse the principles of Catholic teaching and values into their classes.
 - 2) Continual and rapid changes in the workplace have profound implications for the Business Course of Study. The goal is not simply to learn a body of knowledge. Rather, overall goals of the Business Course of Study are:
 - Students will develop into creative learners who can solve problems in an environment of change.
 - Students are given opportunities to use a variety of learning styles to solve problems.
 - Students learn the need for effective communication using a variety of methods in a variety of business situations.
 - Students learn the importance of working well with others. The teamwork concept is stressed in all business courses.
 - 3) The content in this Course of Study is based on the recommendations made by the National Business Education Association in its publication, "National Standards for Business Education". The material is divided into the following fundamental content areas:

| | |
|--|------------------------|
| Accounting | Personal Finance |
| Law (including "personal" & "business" law) | Information Processing |
| Career Development | Entrepreneurship |
| Communications | Marketing |
| Computation | Management |
| Economics | International Business |
- A matrix at the end of this Course of Study is provided to show the interrelationships of the above content areas. Further explanation is given at the beginning of the matrix regarding its uses.
- 4) The learning objectives are not listed in terms of courses, but in terms of the above content areas. It is expected that schools will develop and implement their own Business Education courses. This Course of Study is to be used as a resource in the development of those courses. It will provide the important concepts that could be integrated in a school's Business course offerings.
 - 5) Some learning objectives are similar and may be found in more than one content area. Because the areas are not separate and distinct, but rather interrelated, this is to be expected. Therefore, a high school business department should stress that the content areas are connected and students should understand the connections.

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Businesses operate in a society and world that have laws emanating from different governmental and judicial entities. Therefore, business students should have a basic understanding of the legal system as it applies to them personally and as it applies to the business world.

LEARNING OBJECTIVES:

1. The student will develop an understanding of the relationship between law and ethics and the importance of incorporating values of the Catholic Church as they pertain to business.
2. The student will understand the difference between civil and criminal law.
3. The student will understand the U.S. court system and the importance of case histories and interpretation of the Constitution specifically as it pertains to the business world.
4. The student will understand the effect of law on society, citizens, minors, consumers, and businesses and will accept his/her own responsibility to obey the law.
5. The student will gain a basic understanding of family law as it pertains to personal relationships, marriage, wills, probate law, and the rearing of children.
6. The student will distinguish between real and personal property.
7. The student will gain an understanding of the complexity of the systems of law used in the United States and be able to recognize situations that require the expertise of licensed attorneys.
8. The student will develop an understanding of contractual obligations that center on bailments, sales, commercial paper, employment agency, insurance property, and business organizations.
9. The student will recognize the complexities of laws regarding the ownership and rental of property.
10. The student will establish a base upon which to develop a career within the legal system.

11. The student will develop an understanding of law and ethics relating to the use of technology, especially regarding the use of the Internet.
12. The student will develop an understanding of and will develop a willingness to comply with law and ethics relating to environment and energy use and conservation.
13. The student will use current events relating to personal and business law as a basis for discussion.
14. The student will develop an understanding of and a willingness to comply with copyright laws.

INTERRELATIONSHIPS OF BUSINESS CONTENT AREAS

The content areas do not necessarily correspond to separate and distinct courses. All of the learning objectives are connected and interrelated to one another. Regardless of the specific courses taught, business teachers should stress the connections and the overlapping of the content areas. In order to demonstrate this concept, a matrix has been developed to show these interrelationships. This matrix is contained in the companion document to this Business Course of Study, this second document is entitled “Business Interrelationships”

The information in the “Business Interrelationships” document was reprinted with permission from *The National Standards for Business Education, 1995* by the National Business Education Association, 1914 Association Drive, Reston, VA 20191.