Business Technology I

Business

Grade(s) 10th - 12th, Duration 1 Year, 1 Credit
Elective Course

Course Overview

The students will be equipped to develop qualities, knowledge and skills necessary to further business training in college and for employment in business careers. Students will be prepared for a competitive job market.

Scope And Sequence

Timeframe	Unit	Instructional Topics
6 Week(s)	Career Unit	1. Explore Careers
6 Week(s)	Publisher	1. Publisher Basics 2. Enhance Publisher Document 3. Projects with Publisher 4. Publish It
4 Week(s)	Communication Skills	1. Communication Skills
12 Week(s)	Business Management/Support Skills	1. Business Management/Support Skills
14 Week(s)	Apply Technology to Business Applications	1. Apply Technology to Business Applications

Course Details

Unit: Career Unit   **Duration:** 6 Week(s)

Unit Description

Students will learn how to fill out a job application blank, resume, cover letter and interview for a job.

Topic: Explore Careers   **Duration:** 6 Week(s)

Topic Description (short)

Explore careers

Learning Targets

Utilize career assessment tools (e.g., student interest survey, aptitude test)
Participate in a job interview
Compose a follow-up (i.e., thank you) letter
Compose letters accepting and declining a job offer
Analyze various business careers by looking at salary, benefits, job requirements, educational requirements, employment outlook, etc.
Compare and contrast career choices
Investigate a potential employer
Prepare a resume
Compose a letter of application
Complete a job application
Differentiate between legal and illegal pre-employment questions

Learning Targets linked to Priority Standard = ✠

Unit: Publisher   **Duration:** 6 Week(s)

Unit Description

Students will work in Microsoft Publisher and learn different publications.

Materials and Resources (optional)

Introductory Microsoft Office 2007 Textbook
Make It - Microsoft Office 2007
50 PowerPoint Activities
Publish It

Topic: Publisher Basics   **Duration:** 1 Week(s)

Topic Description (short)

- Intro to Publisher
- Start Publisher
- Save
- Select templates
- Understand the Publisher Window
- Modify publications

Course Summary
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- Print
- Close
- Summary

Learning Targets

Apply concepts of time management

Use correct grammar, spelling, and puctuation

Use desktop publishing software for workplace applications

Maintain electronic files and folders (e.g., server, workstation, shared files)

Create and format business documents (e.g., letters, memos, outlines, newsletters, and reports)

Proofread and edit documents

Identify copyright principles (e.g., public domain, copy protection, licensing)

Define terms related to graphic arts/desktop publishing.

Learning Targets linked to Priority Standard = ✛

Topic: Enhance Publisher Document	**Duration:** 1 Week(s)

Topic Description (short)

- Enhance documents
- Begin a brochure
- understand guides
- understand master pages
- enter text
- insert pictures
- work with objects
- use the content library
- Insert text from a word document
- Use find and replace
- Check spelling in a publication
- Summary

Topic: Projects with Publisher	**Duration:** 2 Week(s)

Topic Description (short)

Using Make It with Microsoft Office 2007

- Newsletter
- Flyer
- Banner
- Business Card
- Web Site
- Calendar
- Program

Topic: Publish It	**Duration:** 2 Week(s)

Topic Description (short)

Use Publish It to create different publications using Publisher.

- door knob
- banner
- certificate
- invitation
- newsletter

Unit: Communication Skills	**Duration:** 4 Week(s)

Unit Description

Students will learn proper telephone techniques, email etiquette, and review grammar, spelling, and punctuation.

Topic: Communication Skills	**Duration:** 4 Week(s)

Topic Description (short)

Communication Skills

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Formative Assessment
   p. 151, p. 193, p. 229

Materials and Resources
   Communication Skills Unit test

Learning Targets
   Demonstrate proper business etiquette
   Interact effectively with others
   Respect beliefs, opinions, and rights of others
   Work effectively in teams
   Demonstrate positive behavior when given direction, criticism, and comment
   Apply proofreading and editing skills
   Use correct grammar, spelling, and punctuation

Learning Targets linked to Priority Standard = ✚

Unit: Business Management/Support Skills

Duration: 12 Week(s)

Unit Description
   Students will learn to operate a 10-key calculator, processing mail and file.

Topic: Business Management/Support Skills

Duration: 12 Week(s)

Topic Description (short)
   Business Management/Support Skills

Formative Assessment
   p. 329, p. 367, p. 411, p.443

Materials and Resources
   Business Management/Support Skills Unit Test

Learning Targets
   Understand the effects of stress on job performance
   Demonstrate proper professional appearance
   Exhibit attributes of a consummate professional (i.e., initiative, punctuality, responsibility, dependability, honesty)
   Apply concepts of time management
   Compare and contrast ethical, unethical, legal, and illegal business practices
   Explain the importance of working within organizational structures (i.e., chain of command)
   Describe rights and responsibilities of employees and employers (including information related to OSHA, FMLA, FLSA, ADA, sexual harassment, discrimination, contracts)
   Exhibit leadership skills through a student organization (e.g., FBLA/PBL, DECA)
   Describe the importance of life-long learning through continuing education and membership in professional organizations
   Demonstrate the ability to give and follow written and oral instructions
   Identify factors affecting global communications (e.g., time, culture, exchange rates, human relations skills)

Learning Targets linked to Priority Standard = ✚

Unit: Apply Technology to Business Applications

Duration: 14 Week(s)

Unit Description
   Utilize Microsoft Office programs to produce various business documents.

Topic: Apply Technology to Business Applications

Duration: 14 Week(s)

Topic Description (short)
   Apply Technology to Business Applications

Formative Assessment
   p. 31, p. 96, p. 229, p.411

Materials and Resources
   Chapter Test

Learning Targets
   Utilize performance-based job evaluation instruments
   Select and use the appropriate communication tool for specific tasks (e.g., electronic, written, verbal)

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Deliver oral presentations using appropriate tools

Maintain electronic files and folders (e.g., server, workstation, shared files)

Use input technology for document production (e.g., OCR software, voice and handwriting recognition technology)

Manage electronic and/or paper financial records

Operate a 10-key calculator

Analyze and determine appropriate software applications for specific tasks

Use input technology for document production (e.g., OCR software, voice and handwriting recognition technology)

Maintain and troubleshoot computer workstation (e.g., install software, scan for viruses, troubleshoot common problems)

Create and edit image, video, and audio files

Apply advanced word processing skills to design workplace documents (e.g., mail merge, envelopes and labels, tables, reports, macros)

Design spreadsheets for workplace applications (e.g., formulas and functions, graphs and charts, links, macros)

Design and manage databases for workplace applications (e.g., query, filter, sort, merge, generate and format reports)

Learning Targets linked to Priority Standard = ✛