

Technology and Business		Scope and Sequence
Unit	Lesson	Objectives
BUSINESS TECHNOLOGY		
	Hardware versus Software	Classify an item as hardware or software.
	Current Business Technology	Explain how technology can help a worker be more efficient and effective. Match functions to the correct software and hardware.
	Equipment Maintenance	Explain why equipment maintenance is important. Describe and follow maintenance procedures. Describe how to create a maintenance schedule.
	Business Solutions Case Studies	Apply a process for selecting the appropriate technology. Select specific hardware and software to complete a task.
	Emerging Technology	Match the emerging technologies with their function. Discuss emerging technology.
	Project: Defining Technical Terms	Define technical terms using online resources.
	Report: Technology in Business	Create interview questions. Conduct three interviews. Create a chart displaying the information gathered in the interview.

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	Review	
		Review topics discussed in this unit.
	Test	
COMPUTER OPERATING SYSTEMS		
	What Is an Operating System?	
		Explain the functions of the computer operating system.
		Identify and describe the components of common GUIs.
		Analyze services offered by operating systems for application software.
	Utilities	
		Identify common operating-system utilities.
		Describe the function of common operating-system utilities.
	Mac	
		Identify the common features of the Mac OS.
		Explain the functions of common components of the Mac OS.
	Windows	
		Explain the difference between an operating system and an operating environment.
		Compare the features of different Windows operating systems.
	Linux	
		Compare Linux and commercial operating systems.
		Explain the difference between proprietary and open-source software.
		Discuss the advantages and the disadvantages of the Linux operating system.
Getting Started—Exploring the Desktop		

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		Identify the items on the Windows desktop.
		Explain the purpose of the items on the Windows desktop.
		Open or launch a program.
	Using the Interface	
		Explain the reasons why Windows® menus change.
		Describe the significance of symbols found in Windows menus.
		Discuss the role of dialog boxes.
		Identify places you can go in Windows to get help.
	File Management	
		Create a directory.
		Explain file management procedures—organizing, opening, printing, saving, deleting, and moving files.
	Project: Customize Your Desktop	
		Customize your desktop.
	Review	
		Explain OS functions.
		List and describe OS utility programs.
		Compare different operating systems.
		Identify and discuss the function of GUI components.
		Discuss the role of Windows menus and dialog boxes.
		Describe where Help with Windows and its programs can be located.
	Test	

WORD PROCESSING

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	Keyboarding Pretest	<p>Measure your current keyboarding speed and accuracy.</p> <p>Identify good keyboarding techniques.</p> <p>Identify home row.</p>
	Keyboarding Exercises	<p>Use the correct technique and hand position to keyboard.</p> <p>Identify the correct finger used to type a specific key.</p> <p>Improve your keyboarding speed and accuracy.</p>
	Number Keypad	<p>Use the correct technique to type numbers on the numeric keypad.</p> <p>Improve your speed and accuracy when typing numbers.</p>
	Writing and Editing a Business Document	<p>Identify the correct format for a business memo.</p> <p>Describe the purpose of a memo.</p> <p>Learn to proofread text.</p> <p>Identify proofreaders' marks.</p> <p>Follow capitalization and punctuation rules.</p> <p>Edit text.</p>
	Project: Creating a Memo	<p>Create a memo using word-processing software.</p>
	Business Letters	<p>Identify the correct format for a business letter.</p>

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		Describe the purpose of a business letter.
		Change the font, style, and size of the text in a word-processing document.
		Use the spell check and correct spelling errors.
		Create a business letter in block style.
	Project: Creating a Business Letter	
		Create a business letter using word-processing software.
	Résumés	
		Identify an appropriate format for a resumé.
		Identify appropriate content for a resumé.
		Describe the purpose of a resumé.
		Create lists with bullets.
		Center text.
		Create a resumé.
	Project: Creating a Résumé	
		Create a resumé using word-processing software.
	Brochures and Newsletters	
		Describe the purpose of a brochure or newsletter.
		Add columns to a word-processing document.
		Insert graphics into a word-processing document.
		Learn the basics for creating a brochure or newsletter.
	Project: Creating a Newsletter	
		Create a newsletter using word processing software.

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	Research Papers	
		Identify the correct format for a research paper.
		Describe the purpose of a research paper.
		Add a table to a word-processing document.
		Prepare a research paper.
	Project: Formatting a Research Paper	
		Format a document using a word processor.
		Use APA Style.
	Business Reports	
		Describe the purpose of a business report.
		Identify the correct format of a business report.
		Insert a graph into a word-processing document.
		Prepare a business report.
	Project: Creating a Business Report	
		Create a title page.
		Type a summary, an introduction, and part of the main body.
		Create a graph and a table.
		Write the conclusions and recommendations.
	Review	
		Review the topics covered in this unit.
	Test	

SPREADSHEETS

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	Entering Data	Identify the parts of a spreadsheet.
		Enter data into a spreadsheet.
		Create a basic spreadsheet.
	Formatting	Plan and design a spreadsheet.
		Change the color, font, and style of text and numbers.
		Change the alignment of text and numbers.
		Use the merge and center command.
		Change the background color.
		Add borders.
		Add special characters such as dollar signs.
		Change the format of the numbers.
		Apply auto format.
	Editing Data	Move data.
		Insert a row or column.
		Make a column wider.
		Clear format and data.
	Shortcuts	Use shortcuts to perform spreadsheet tasks quickly.
		Copy and paste.

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		Use a template to create an invoice.
	Formulas	
		Write formulas to add, subtract, multiply, and divide.
		Use shortcuts to enter formulas.
		Create spreadsheets with formulas.
	Project: Using Simple Formulas	
		Create a spreadsheet to convert foreign currency to U.S. dollars.
	Advanced Formulas	
		Identify the correct order of operations.
		Identify errors in formulas.
		Estimate to check if the answer is right.
		Insert a function.
		Create spreadsheets with advanced formulas.
	Project: Using Advanced Formulas	
		Create a spreadsheet to track payroll.
	Project: Creating a Personal Budget	
		Create a spreadsheet to track a personal budget.
	Project: Estimating Income Taxes	
		Create a spreadsheet for income-tax preparation.
	Creating Graphs	
		Select the appropriate type of graph.
		Create a graph from data in a spreadsheet.

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	Project: Business Spreadsheets	Edit a graph.
		Create a spreadsheet that tracks inventory.
	Project: Balance Sheets and Profit-and-Loss Statements	Create a balance sheet.
		Create a profit-and-loss statement.
	Review	Review the topics covered in this unit.
	Test	
DATABASES		
	Comparing Databases and Spreadsheets	List the actions a database can perform.
		List the differences and similarities between a database and a spreadsheet.
		For a specific business task, select a spreadsheet or a database based on which is more appropriate.
	Understanding Database Terms	Differentiate between fields, records, and files.
		Plan and build a simple database.
	Project: Creating a Database	Create a database to track information for retrieval later.
	Working with Data and Records	Locate data.
		Sort data.

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Unit	Lesson	Objectives
		Update data.
		Delete records.
		Add records.
	Project: Creating a Data-Entry Form	
		Create a data-entry form.
	Using Databases to Search and Query	
		Search for certain data.
		Conduct a query.
	Project: Working with Queries	
		Create a database using database software.
		Use filters, queries, and operators to find database information.
	Importing and Exporting Data	
		Import data into a database.
		Export data from a database.
		Name some uses of importing and exporting data.
	Data Analysis	
		Identify the purpose of data analysis.
		Identify the purpose, importance, and ethics associated with data mining.
		Describe data mining techniques.
		Interpret results of data mining.
	Review	
		Review the topics covered in this unit.

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	Test	
SEMESTER REVIEW AND EXAM		
	Review	
	Exam	
COMMUNICATION SKILLS		
	Communication Skills	
		Identify barriers to communication.
		Identify effective and ineffective verbal and nonverbal communication skills.
	Electronic Communication Skills	
		Identify guidelines for effective electronic communication, including netiquette.
		Determine how to ensure e-mail messages are appropriate for the workplace.
	Project: Revising E-mail Messages	
		Evaluate workplace e-mail messages.
		Revise workplace e-mail messages.
		Create effective e-mail messages.
	Workplace Skills, Habits, and Attitudes	
		Describe the importance of a strong work ethic.
		Identify workplace skills, habits, and attitudes desired by employers.
	Active Listening	
		Learn strategies for effective active listening.
		Demonstrate active listening.
	Constructive Feedback	

Technology and Business		Scope and Sequence
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		Distinguish between effective and ineffective feedback.
		Learn strategies for giving constructive feedback.
	Project: Employee Action Plan	
		Create an action plan to improve your own workplace skills, habits, and attitudes.
	Finding Reliable Internet Resources	
		List the characteristics of reliable Internet sites.
		Evaluate Internet sites.
		Identify and use Internet search strategies.
	Paraphrasing and Summarizing	
		Differentiate between paraphrasing and summarizing information.
		Identify the steps for paraphrasing information.
	Organizing Information	
		Identify the elements of a well-organized piece of writing.
	Report: Business Skills	
		Conduct Internet research on a selected business topic.
		Take notes on Internet research.
	Review	
		Review the topics covered in this unit.
	Test	
TELECOMMUNICATIONS TECHNOLOGY		
	The Parts and the Pieces	
		Identify and describe the components of the telecommunications industry.

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	Selecting Appropriate Technology	Describe the strategic role of telecommunications technology within the workplace.
		Evaluate the use of different telecommunications technologies for performing a specific task.
		Use decision-making strategies to select the most appropriate telecommunications technology for a specific business need.
	E-mail	Identify valid e-mail addresses.
		Send, receive, reply to, and print e-mail messages.
	Beyond E-mail	Describe the features of blogs and wikis.
		Explain business uses for blogs and wikis.
		Evaluate the use of blogs and wikis for specific business needs.
	E-mail Ethics and Work Habits	Describe ethical and unethical uses of e-mail.
		Explain how the use of good e-mail work habits improves productivity in the workplace.
	Netiquette	Explain the rules of netiquette.
		Apply netiquette in electronic communication.
	Evaluating Telecommunication Technologies	Describe the factors that businesses need to consider when selecting telecommunications solutions.
		Analyze telecommunications technologies using these factors.
	Project: Analyze It	Evaluate the use of different telecommunications technologies for performing a specific business

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		purpose.
		Using a spreadsheet, compare similar telecommunications technologies.
		Use decision-making strategies to select the most appropriate telecommunications technology for a specific business need.
	Review	
		Explain how telecommunications technologies improve workplace productivity.
		Evaluate telecommunications technologies for specific business tasks.
		Describe appropriate work habits and etiquette when using telecommunications technology.
	Test	
PRESENTATION TECHNOLOGY		
	What is Presentation Technology?	
		Describe the functions of presentation technology's menus, toolbars, panes, and views.
		Identify the parts of the presentation window.
		Navigate between views and through presentation slides.
		Select a presentation layout.
		Enter text on a slide.
	How is Presentation Technology Used?	
		Describe business uses for presentation software.
		Add slides to a presentation.
		Change the slide layout.
		Save a presentation.
	Working with Text	
		Format text in presentations.

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		Create and modify bulleted and numbered lists.
		Delete text from presentations.
	Working with Graphics	
		Insert artwork into presentations.
		Modify artwork within presentations.
		Insert tables and spreadsheets into presentations.
		Format tables and spreadsheets within presentations.
	Working with Special Effects	
		Apply animation to text and graphics.
		Apply transitions to individual presentation slides and entire presentations.
		Implement multimedia strategies.
		Identify guidelines used for animation, transitions, and multimedia.
	Content	
		Compare the purposes of different types of presentations.
		Explain how presentation content is influenced by audience and setting.
		Describe the function of outlines in content development.
		Discuss the guidelines that make the addition of content to presentations more effective.
	Layout	
		Explain how color schemes affect readability.
		List the guidelines that govern presentation text and graphics.
	Putting It All Together	
		Revise presentations.

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		Create presentation handouts.
		Describe procedures to set up presentations for different methods of delivery.
		Explain the steps involved in publishing presentations.
	Project: Creating a Presentation	
		Select the appropriate technology to create and deliver a presentation.
		Select or create a design template for a presentation.
		Create a presentation using text, special effects, and multimedia.
		Apply presentation guidelines to create an effective presentation.
		Identify and prepare support material that will enhance an oral presentation.
		Prepare and deliver an oral presentation that sustains the listener's attention and interest.
	Review	
		Describe business uses of presentation technology.
		Create and revise slide shows.
		Discuss strategies for the successful delivery of slide shows.
	Test	
COMPUTER NETWORKS		
	Why Use a Network?	
		Explain what a computer network is.
		Describe the benefits provided by computer networks.
		Differentiate different types of networks
	How Do Networks Work?	
		Describe the function of network components.

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		Explain how computer networks work.
	Network Architecture	Describe the different types of network topologies. Discuss the advantages and disadvantages of each topology.
	Network Areas: Part I	Explain the differences between a LAN, a MAN, and a WAN. Describe the criteria businesses use to determine what type of network they need.
	Network Areas: Part II	Describe the purpose and function of server-based and peer-to-peer networks. Discuss the factors that influence the choice of one network model over another. Compare server-based and peer-to-peer networks.
	Hardware and Software	Describe the function of network hardware components. Describe the function of the network operating system.
	Needs Assessment	Identify the factors that must be considered when designing a network. Identify the purpose of a needs assessment. Identify business needs and requirements.
	Designing Your Network	Discuss the ways in which business operations affect network design.
	Project: Networking Interview	Describe how network administrators choose or build networks for their organizations.

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		Discuss how network administrators evaluate their networks.
	Review	
		Describe the purpose and function of network components.
		Compare network systems.
		Explain the factors that influence the choice of a computer networking system.
	Test	
PROJECT MANAGEMENT		
	What is Project Management?	
		Describe the purpose of project management.
		Define key terms associated with project management.
		List the phases in the project-management lifecycle.
		List the responsibilities of a project manager.
	Project Management Tools	
		Identify tools used in project management.
		Select the most effective technology solution for a given task.
		Identify techniques used in project management.
	Initiating and Planning a Project	
		Identify and describe the tasks associated with initiating and planning a project.
		List risks associated with a project and identify strategies to minimize them.
	Project: Initiating a Project	
		Initiate a project.
		Create a project charter.

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		Create and deliver a presentation.
	Executing and Closing a Project	Identify and describe the tasks associated with the project-execution phase and project-closure phase. Describe strategies for monitoring and controlling a project.
	Project: Project Meeting	Plan and conduct a project meeting.
	Career Paths in Information Technology	Explore career paths in information technology. Identify skills that are necessary for different career paths. Participate in career-development activities.
	Review	Describe the purpose and function of network components. Compare network systems. Explain the factors that influence the choice of a computer networking system.
	Test	
SEMESTER REVIEW AND EXAM		
	Review	
	Exam	
COURSE REVIEW AND EXAM		
	Review	Review and reinforce concepts from the course in preparation for the final exam.
	Exam	