

**DESE Model Curriculum: Business Technology** (CIP Code: 11.0103)  
 GRADE LEVEL/UNIT TITLE: 11-12/Apply Technology to Business Applications

<b>COURSE INTRODUCTION</b>		
<p>This course is designed to help students develop the qualities, knowledge, and skills necessary for working in a business. Students enhance computer application skills as they develop competencies needed by administrative support professionals. The content includes the use of technology to develop communication skills, the performance of office procedures tasks, the production of quality work using advanced features of business software applications, and the production of high quality employment portfolios and job-seeking documents. In addition, this course provides training or skills many employers find deficient: dealing with other people, using the telephone, organizing work, and handling other crucial tasks.</p> <p>Course rationale: This area of instruction provides content for employment in one of the largest major occupational groups--administrative support. Demand in this career area will continue to expand as businesses utilize advanced office technology to increase their production efficiency and improve the quality of their products and services. This area of instruction benefits students by enhancing the software application skills and communication competencies needed by administrative support professionals and those students continuing their education.</p>		
<b>UNIT DESCRIPTION</b>	<b>SUGGESTED UNIT TIMELINE</b>	
Apply technology to business applications using Word, Excel, PowerPoint, Access, and Web Page design using online resources as business tool.	6 weeks	
	<b>CLASS PERIOD (min.)</b>	
	50 min.	
<b>ESSENTIAL QUESTIONS</b>		
<ol style="list-style-type: none"> <li>1. What are the critical software application skills needed for success in the 21st century?</li> <li>2. How can the use of technology in business applications increase productivity in school and the workplace?</li> </ol>		
<b>ESSENTIAL MEASURABLE LEARNING STANDARDS</b>	<b>NBEA STANDARD</b>	<b>DOK</b>
1. Analyze and determine appropriate software applications for specific tasks	IT.V.1.1	4
2. Apply advanced word processing skills to design workplace documents (e.g., mail merge, envelopes and labels, tables, reports, macros)	COMM.IV.3.8 COMM.IV.2.5	2
3. Design and manage databases for workplace applications (e.g., query, filter, sort, merge, generate and format reports)	IT.IX.2.2 IT.IX.2.3 IT.IX.3.3 IT.IX.3.4	2
4. Design spreadsheets for workplace applications (e.g., formulas and functions, graphs and charts, links, macros)	COMM.IV.2,5	3
5. Create and edit image, video, and audio files	COMM.IV.2,10 COMM.IV.2.11 COMM.IV.2.12	3

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6. Produce multimedia presentations for the workplace (e.g., sound bites, animation, transition, image download or import, video)	IT.VI.1-2.1 IT.VI.1-2.2 IT.VI.1-2.3 IT.VI.3.2 IT.IV.3.3	4
7. Use desktop publishing software for workplace applications	IT.V.3.4 COMM.IV.3.8	3
8. Create a Web page for business applications	IT.VIII.3.11	4
9. Maintain electronic files and folders (e.g., server, workstation, shared files)	IT.III.1.2	2
10. Use input technology for document production (e.g., OCR software, voice and handwriting recognition technology)	IT.IV.2-4.4	2
11. Maintain and troubleshoot computer workstation (e.g., install software, scan for viruses, troubleshoot common problems)	IT.II.3.2	2
12. Use online resources as a business tool	COMM.IV.2.9	2
<b>OBJ. #</b>	<b>INSTRUCTIONAL STRATEGIES</b>	
1-7, 9, 12	1. Guided and independent practice using a textbook simulation BE Publishing Skateboards Inc an Integrated Microsoft Office Simulation (see below)	
8	2. Review FBLA guidelines pertaining to Web Page design competitive event	
<b>OBJ. #</b>	<b>INSTRUCTIONAL ACTIVITIES</b>	
1-7, 9, 12	1. The students will complete multiple activities through the integrated Microsoft Office simulation textbook Skateboards Inc (see below)	
8	2. Students will prepare a website per the FBLA Web Page Design competitive event guidelines	