

Business Technology

Unit	Objectives
Preparing for Employment	<ol style="list-style-type: none"> 1 Utilize career assessment tools (e.g., student interest survey, aptitude test) 2 Analyze various business careers by looking at salary, benefits, job requirements, educational requirements, employment outlook, etc. 3 Compare and contrast career choices 4 Investigate a potential employer 5 Prepare a resume 6 Compose a letter of application 7 Complete a job application 8 Assemble a work-sample portfolio 9 Differentiate between legal and illegal pre-employment questions 10 Participate in a job interview 11 Compose a follow-up (i.e., thank you) letter 12 Compose letters accepting and declining a job offer
Employability Skills	<ol style="list-style-type: none"> 1 Maintain good attendance record 2 Interact effectively with others 3 Respect beliefs, opinions, and rights of others 4 Work effectively in teams 5 Demonstrate positive behavior when given direction, criticism, and comment 6 Understand the effects of stress on job performance 7 Demonstrate proper professional appearance 8 Exhibit attributes of a consummate professional (i.e., initiative, punctuality, responsibility, dependability, honesty) 9 Apply concepts of time management 10 Demonstrate proper business etiquette
Career Management Strategies	<ol style="list-style-type: none"> 1 Compare and contrast ethical, unethical, legal, and illegal business practices 2 Explain the importance of working within organizational structures (i.e., chain of command) 3 Describe rights and responsibilities of employees and employers (including information related to OSHA, FMLA, FLSA, ADA, sexual harassment, discrimination, contracts) 4 Describe the importance of life-long learning through continuing education and membership in professional organizations 5 Exhibit leadership skills through a student organization (e.g., FBLA/PBL, DECA) 6 Utilize performance-based job evaluation instruments 7 Prepare for job separation (e.g., letter of resignation, extended leave)
Communication Skills	<ol style="list-style-type: none"> 1 Use correct grammar, spelling, and punctuation 2 Apply proofreading and editing skills 3 Select and use the appropriate communication tool for specific tasks (e.g., electronic, written, verbal) 4 Communicate appropriately with internal and external customers 5 Compose various business correspondence (i.e., e-mail, letter, memo) 6 Access information from professional, technical, and electronic resources 7 Deliver oral presentations using appropriate tools 8 Demonstrate and interpret nonverbal communication 9 Demonstrate effective listening skills 10 Demonstrate the ability to give and follow written and oral instructions 11 Accurately receive and relay messages in a professional manner 12 Identify factors affecting global communications (e.g., time, culture, exchange rates, human relations skills)

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Administrative Assistant Skills	<ol style="list-style-type: none"> 1 Effectively represent the organization to current and potential clients using appropriate customer service skills 2 Manage electronic and/or paper financial records 3 Establish and maintain records management systems 4 Operate a 10-key calculator 5 Process incoming and outgoing mail 6 Prepare travel, meeting and events documents 7 Maintain electronic calendaring 8 Produce business documents from dictated material 9 Identify routine equipment maintenance needs 10 Apply critical-thinking and problem-solving skills to business decisions 11 Compare and contrast effective shipping and delivery methods 12 Explore methods for economical and efficient inventory management
Technology to Business Applications	<ol style="list-style-type: none"> 1 Analyze and determine appropriate software applications for specific tasks 2 Apply advanced word processing skills to design workplace documents (e.g., mail merge, envelopes and labels, tables, reports, macros) 3 Design and manage databases for workplace applications (e.g., query, filter, sort, merge, generate and format reports) 4 Design spreadsheets for workplace applications (e.g., formulas and functions, graphs and charts, links, macros) 5 Create and edit image, video, and audio files 6 Produce multimedia presentations for the workplace (e.g., sound bites, animation, transition, image download or import, video) 7 Use desktop publishing software for workplace applications 8 Create a Web page for business applications 9 Maintain electronic files and folders (e.g., server, workstation, shared files) 10 Use input technology for document production (e.g., OCR software, voice and handwriting recognition technology) 11 Maintain and troubleshoot computer workstation (e.g., install software, scan for viruses, troubleshoot common problems) 12 Use online resources as a business tool
Entrepreneurial Awareness	<ol style="list-style-type: none"> 1 Describe characteristics of a free enterprise economic system (e.g., ownership of property, profit motive, risk taking, competition, supply and demand) 2 Compare and contrast the various forms of business ownership (e.g., sole proprietorship, partnership, corporation, cooperative) 3 Analyze the risks and rewards of business ownership 4 Identify steps necessary to start a business (i.e., need evaluation, site selection, marketing plan, financial plan, management plan) 5 Explore the career implications of e-commerce for entrepreneurs and employees 6 Compare and contrast marketing strategies