Business Technology

Grade 12

Curriculum Committee Members

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TABLE OF CONTENTS

Business Technology

Grade 12

Hazelwood School District

Mission Statement

We are a collaborative learning community guided by a relentless focus to ensure each student achieves maximum growth.

Vision Statement

HSD will foster lifelong learners, productive citizens and responsible leaders for an ever-evolving society.

Board of Education on January 5, 2010

Goals

Goal # 1: Hazelwood students will meet or exceed state standards in all curricular areas, with emphasis in reading, writing, mathematics, science and social studies.

Goal # 2: Hazelwood staff will acquire and apply the skills necessary for improving student achievement.

Goal #3: Hazelwood School District, the community and all families will support the learning of all children.

Curriculum Overview

Business Technology

Missouri Career Education combines academics and occupational skill training to prepare students of all ages. Training programs are offered in Agriculture, Business, Health Sciences, Family and Consumer Sciences, Skilled Technical Sciences, Technology and Engineering, and Marketing and Cooperative Education. Missouri Career Education prepares Missourians for the 21st century to better serve the needs of students, parents, educators, and employers through challenging, relevant, and accountable programs. Career Clusters provide a way for schools to organize instruction and student experiences around 16 broad categories that encompass virtually all occupations from entry through professional levels. These groupings of occupations are used as an organizing tool for curriculum design, a model for guidance and instruction, and a mechanism for seamless transition from secondary education to postsecondary and/or career. The career cluster of Human services meets the needs of students interested in the career fields of Family and Community Services, Early Childhood Development and Services, Counseling and Mental Health Services, Personal Care Services, and Consumer Services. (Taken from Missouri Department of Elementary and Secondary Education's website at: https://dese.mo.gov)

Business Technology serves as the capstone course for various pathways within the Business Education program. Students in this course have the option of applying to be in the Business Technology Internship course that will be taken concurrently. Students in this course will learn about the everyday workings of the business world in the form of human resources, management, becoming an employable citizen, and will also get exposure to a unit on preparing for college. Students in this course will also have the opportunity to earn certification in Microsoft Access, a database software package that can benefit students in their pursuit of employment or post-secondary education. In this course students will be prepared to take the Missouri Information Technology Technical Skills Assessment approved by the Missouri Department of Elementary and Secondary Education.

The students will be able to take this foundational knowledge from the course and apply to various career paths. Students in this pathway are encouraged to become members of Future Business Leaders of America (FBLA) or Distributive Education Clubs of America (DECA). These are Department of Elementary and Secondary Education approved Career and Technical Student Organizations.

COURSE TITLE: Business Technology

GRADE LEVEL: 12

CONTENT AREA: Career and Technical Education

Course Description

Students will be provided with an opportunity to develop and apply advanced business skills necessary for employment. They will develop advanced computer skills using the Microsoft Office Suite. In addition, students will develop skills that will be important in their career in a professional or business position. Students may participate in Business Technology Internship when enrolled in this class. (Prerequisite: Computer Business Applications 1)

Course Rationale

Current research indicates that industry is looking for workers skilled in areas of computer technology, telecommunications, business ethics, communications, and soft skills. Business Technology is a course which teaches these skills and instructs students in the applications of the workplace. In each course activity, students use current industry computer software and develop appropriate work habits. This preparation ensures each student has the skills required for an entry-level position in a variety of areas. This course also provides a strong foundation for post-secondary education in a business related field.

Course Scope and Sequence

Unit 1: Employment **15 class periods (90 mins)**	**Unit 2: Employability Skills** **13 class periods (90 mins)**	**Unit 3: Career Management Strategies** **18 class periods (90 mins)**
Unit 4: Communication Skills **18 class periods (90 mins)**	**Unit 5: College/Career Financial Applications** **8 class periods (90 mins)**	**Unit 6: Technology to Business Applications** **20 class periods (90 mins)**

Proposed Course Materials and Resources

- Integrated Business Projects, Olinzock/Arney/Skean 3rd Edition, Cengage
- Essentials of Business Communication 11th Edition, Cengage
- Basic Letter and Memo Writing, VanHuss/5th Edition, Cengage
- Microsoft Office 2016 Advanced, Shelly Cashman Series, Cengage
- GMetrix Software
- Microsoft Office 2016
- Access 2016 Comprehensive, Pratt/Last (ISBN: 1-305-87063-8), Cengage

Unit Objectives

Unit 1

The students will be able to:

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.

Unit 2

The students will be able to:

1. Maintain a 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.

Unit 3

The students will be able to:

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).

Unit 4

The students will be able to:
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. Effectively represent the organization to current and potential clients using appropriate customer service skills.
6. Compose various business correspondence (i.e., e-mail, letter, memo).
7. Access information from professional, technical, and electronic resources.
8. Deliver oral presentations using appropriate tools.
9. Demonstrate and interpret nonverbal communication.
10. Demonstrate effective listening skills.
11. Demonstrate the ability to give and follow written and oral instructions.
12. Accurately receive and relay messages in a professional manner.
13. Identify factors affecting global communications (e.g., time, culture, exchange rates, human relations skills).

Unit 5

The students will be able to:
1. Evaluate how financial choices impact their life and employment opportunities.
2. Evaluate all parts of a paystub and determine how it effects their income.
3. Evaluate credit card options and determine how to use credit to build a positive financial portfolio.

Unit 6

The students will be able to:
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. Use online resources as a business tool.

Essential Terminology/Vocabulary

Unit 1: Careers, contracts, career choices, compare, contrast, cover letters, employability skills, employment outlook, employment questions, interview questions, job applications, job requirements, jobs, personality tests, portfolios, resumes, and thank you letters.

Unit 2: Attendance, body language, business etiquette, document formatting, email, leadership, post- secondary, professionalism, social media, soft skills, team work, and time management.

Unit 3: Ethical decision making, business practices, continuing education, evaluations, organizational charts and structures, professional organizations, student organizations, and workplace responsibilities.

Unit 4: Business correspondence, customer service, diversity, emails, global communication, grammar, human relations, letters, listening skills, memo's, nonverbal communication, proofreader's marks, punctuation, soft skills, various software programs, verbal communication, and written communication.

Unit 5: 1099, W-2, W-4, analyze, bad credit, career goals, compare, credit, credit applications, credit cards, credit impact on employment, credit scores, establishing credit, good credit, payment options, paystubs, and taxes.

Unit 6: Charts, formulas and functions, functions, graphs, labels, letters, mail merge, multimedia, online resources, reports, software applications, tables, and workplace documents.