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

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Unit	**Lesson**	**Objectives**
		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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Unit **Lesson**	**Objectives**
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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Unit **Lesson**	**Objectives**
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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Unit Lesson	**Objectives**
	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.
Creating Graphs	
	Select the appropriate type of graph.
	Create a graph from data in a spreadsheet.
	Edit a graph.
Project: Business Spreadsheets	
	Create a spreadsheet that tracks inventory.
Project: Balance Sheets and Profit-and-Loss Statements	

Options EHS Business Technology A	Scope and Sequence
Unit **Lesson**	**Objectives**
	Create a balance sheet.
	Create a profit-and-loss statement.
Review	
	Review the topics covered in this unit.
Test	
SEMESTER REVIEW AND EXAM	
Review	
Exam	