

Options EHS Business Technology B		Scope and Sequence
Unit	Lesson	Objectives
COMMUNICATION SKILLS		
	Communication Skills	<p>Identify barriers to communication.</p> <p>Identify effective and ineffective verbal and nonverbal communication skills.</p>
	Electronic Communication Skills	<p>Identify guidelines for effective electronic communication, including netiquette.</p> <p>Determine how to ensure e-mail messages are appropriate for the workplace.</p>
	Project: Revising E-mail Messages	<p>Evaluate workplace e-mail messages.</p> <p>Revise workplace e-mail messages.</p> <p>Create effective e-mail messages.</p>
	Workplace Skills, Habits, and Attitudes	<p>Describe the importance of a strong work ethic.</p> <p>Identify workplace skills, habits, and attitudes desired by employers.</p>
	Active Listening	<p>Learn strategies for effective active listening.</p> <p>Demonstrate active listening.</p>
	Constructive Feedback	<p>Distinguish between effective and ineffective feedback.</p> <p>Learn strategies for giving constructive feedback.</p>
	Project: Employee Action Plan	

Options EHS Business Technology B**Scope and Sequence****Unit Lesson****Objectives**

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.

Describe the strategic role of telecommunications technology within the workplace.

Selecting Appropriate Technology

Evaluate the use of different telecommunications technologies for performing a specific task.

Unit Lesson**Objectives**

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.

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.

Unit Lesson**Objectives**

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.

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.

Unit Lesson**Objectives**

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.

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

Unit Lesson**Objectives**

Describe business uses of presentation technology.

Create and revise slide shows.

Discuss strategies for the successful delivery of slide shows.

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.

Update data.

Delete records.

Add records.

Project: Creating a Data-Entry Form

Create a data-entry form.

Unit Lesson**Objectives**

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.

Test

COMPUTER NETWORKS

Why Use a Network?

Explain what a computer network is.

Describe the benefits provided by computer networks.

Unit Lesson**Objectives**

Differentiate different types of networks

How Do Networks Work?

Describe the function of network components.

Explain how computer networks work.

Network Architecture

Describe the different types of network topologies.

Discuss the advantages and disadvantages of each topology.

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