

**Options EHS Introduction to Business B Scope and Sequence**

Unit	Lesson	Objectives
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**Course Overview**

Getting Started

**Customers, Inventory, and Safety**

Introduction

Serving Customers

Identify factors that contribute to customer expectations

Describe the role and importance of customer service

Describe how channel management is used and the ethical issues it can create

Inventory and Merchandising

Define inventory and merchandising, and describe how they are used

Identify common buying and selling methods

Describe processes for shipping, receiving, and tracking inventory

Identify aspects of visual merchandising used in retail stores

Health and Safety

Identify health and safety regulations

Identify the purpose of material safety data sheets

Identify tips for better ergonomics

Identify tips for protecting against electrical shock and hearing loss

Assignment 2R

Research and reflect on key concepts from this unit

Submit your research and reflections to your instructor

Study Guide and Quiz

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Unit	Lesson	Objectives
	Summary	Review and take the quiz
<b>Workplace Skills</b>		
	Introduction	
	Job Performance	
		Identify factors that contribute to successful job performance
		Identify skills and attitudes that make up professionalism
		Identify ways to behave ethically in the workplace
		Identify skills related to innovation and confidence
	Communication Skills	
		Identify types of verbal, nonverbal, and written communication
		Describe the purpose and importance of negotiation
		Identify ways in which cultural differences may affect business
	Management and Leadership	
		Define management and leadership
		Identify how emotional intelligence is used in business
		Identify common management roles and management styles
		Identify ways to build successful teams
		Identify ways to motivate others and build leadership experience
	Assignment 3R	
		Research and reflect on key concepts from this unit
		Submit your research and reflections to your instructor

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Unit	Lesson	Objectives
	Study Guide and Quiz	
		Review and take the quiz
	Summary	
<b>Career Development</b>		
	Introduction	
	Hiring Employees	
		Identify ways to prepare for new employees
		Describe the process of finding and reviewing candidates
		Describe the process of hiring and orienting employees
	Career Goals	
		Identify job opportunities
		Set a personal vision and goals
		Identify individual strengths and weaknesses
	Applying for Jobs	
		Identify common parts of a job portfolio
		Fill out a practice job application
		Identify tips for successful interviewing
		Identify steps to take after an interview
	Assignment 4R	
		Research and reflect on key concepts from this unit
		Submit your research and reflections to your instructor
	Study Guide and Quiz	

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Unit	Lesson	Objectives
	Summary	Review and take the quiz
<b>Using the Internet</b>		
	Introduction	
	Technology in Business	Identify ways in which technology is used in the workplace Identify benefits of using technology in business Describe how business is conducted over the Internet
	Create a Google Account	Use the Firefox Web browser Create a Google account with a safe and secure username and password
	Send and Receive E-mail	Identify parts of an e-mail address and parts of an e-mail Create and send an e-mail using Gmail
	Search the Web	Identify trustworthy sources of information Search for information on the Web Add bookmarks in Firefox
	Digital Citizenship	Define digital citizenship and digital footprint Identify ways to communicate safely online Identify ways to use copyrighted works fairly

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Unit	Lesson	Objectives
	Assignment 5S	Cite sources
		Check your work from this unit
		Add on to your work from this unit
		Check your added on work
		Submit your work to your instructor by email
	Assignment 5R	
		Research and reflect on key concepts from this unit
		Submit your research and reflections to your instructor
	Study Guide and Quiz	
		Review and take the quiz
	Summary	
<b>Word Processing</b>		
	Introduction	
	Create a Document	
		Use OpenOffice.org Writer to create a document
		Identify parts of a cover letter
		Begin writing a cover letter
	Format and Print Documents	
		Format the text in a document
		Preview a document
	Proofread a Document	

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Unit	Lesson	Objectives
		Define proofreading
		Proofread a document for spelling, punctuation, spacing, capitalization, grammar, and clarity
	Assignment 6S	
		Check your work from this unit
		Add on to your work from this unit
		Check your added on work
		Compress (zip) your files
		Submit your compressed files to your instructor
	Assignment 6R	
		Research and reflect on key concepts from this unit
		Submit your research and reflections to your instructor
	Study Guide and Quiz	
		Review and take the quiz
	Summary	
	<b>Presentations</b>	
	Introduction	
	Presentation Basics	
		Describe how oral presentations are used in business
		Identify ways to create and present an effective presentation
		Begin creating a presentation with OpenOffice.org Impress
	Design Slides and Add Text	
		Choose slide layouts

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Unit	Lesson	Objectives
		Identify formal and informal outlines
		Add text to a presentation

Add an Image

Find and cite images

Edit an image

Add an image to a presentation

### Working with Data and Events

Introduction

Spreadsheets

Use OpenOffice.org Calc to create a spreadsheet

Add and edit data

Make calculations

Creating Databases

Identify parts of a database

Create a database using OpenOffice.org Base

Define primary key

Using Databases

Create records in a database

Create and use forms

Perform a query

Create a report

Events and Collaboration

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Unit	Lesson	Objectives
		Identify steps in planning events
		Use Google Calendar to create an event
	Assignment 8S	
		Check your work from this unit
		Add on to your work from this unit
		Check your added on work
		Compress (zip) your files
		Submit your compressed files to your instructor
	Assignment 8R	
		Research and reflect on key concepts from this unit
		Submit your research and reflections to your instructor
	Study Guide and Quiz	
		Review and take the quiz
	Summary	
	<b>Final Assignment</b>	
	Final Assignment A	
		Research and reflect on key concepts from this unit
		Submit your research and reflections to your instructor
	Final Assignment B	
		Develop a marketing plan using key concepts from this course
		Submit your marketing plan to your instructor
	<b>Final Test</b>	



**Options EHS Introduction to Business B Scope and Sequence**

<b>Unit</b>	<b>Lesson</b>	<b>Objectives</b>
	Topic Review Activity	
	Final Test	