

Options EHS Introduction to Business B 2020 Scope and Sequence

Unit	Lesson	Objectives
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

Unit	Lesson	Objectives
	Study Guide and Quiz	
		Review and take the quiz
	Summary	
Workplace Skills		
	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

Unit	Lesson	Objectives
		Submit your research and reflections to your instructor
	Study Guide and Quiz	
		Review and take the quiz
	Summary	
Career Development		
	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

Unit	Lesson	Objectives
	Study Guide and Quiz	
		Review and take the quiz
	Summary	
Using the Internet		
	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

Unit	Lesson	Objectives
		Identify ways to use copyrighted works fairly
		Cite sources
	Assignment 5S	
		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	
Word Processing		
	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

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Unit	Lesson	Objectives
	Proofread a Document	
		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	
	Presentations	
	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	

Unit	Lesson	Objectives
		Choose slide layouts
		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

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Unit	Lesson	Objectives
	Events and Collaboration	
		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	
	Final Assignment	
	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

Unit	Lesson	Objectives
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Final Test

Topic Review Activity

Final Test