Business Applications prepares students to succeed in the workplace. Students begin by establishing an awareness of the roles essential to an organization's success, and then work to develop an understanding of professional communications and leadership skills. In doing so, students gain proficiency with word processing, email, and presentation management software.

This course allows students to explore careers in business while learning skills applicable to any professional setting. Through a series of hands-on activities, students will create, analyze, and critique reports, letters, project plans, presentations, and other professional communications. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities that are of interest to them.

Business Applications is an introductory level Career and Technical Education course applicable to programs of study in business, management, and administration; information technology; and other career clusters. This course is aligned with state and national standards. Students who successfully complete the course can go on to obtain the Microsoft® Office Specialist: Microsoft® Office Word certification.*

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Length: One Semester

UNIT 1: UNDERSTANDING BUSINESS CAREERS

LESSON 1: THE CULTURE OF BUSINESS

Study: Business Goals and Standards
Examine business goals, performance standards, and trends that enable businesses to be successful.
*Duration: 0 hrs 40 mins Scoring: 0 points*

Quiz: Business Goals and Standards
Take a quiz to assess your understanding of the material.
*Duration: 0 hrs 20 mins Scoring: 30 points*

Study: What Businesspeople Do
Identify the necessary skills and responsibilities of managers and employees that create effective business environments.
*Duration: 0 hrs 40 mins Scoring: 0 points*
Quiz: What Businesspeople Do
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins
Scoring: 30 points

Practice: Analyzing Business Culture
Analyze organizational structures and identify ways to build a positive business culture.
Duration: 0 hrs 40 mins Scoring: 30 points

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LESSON 2: SUCCEEDING AT WORK

Study: Positive Workplace Behaviors
Identify positive workplace behaviors needed for building a successful career.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Positive Workplace Behaviors
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins
Scoring: 30 points

Study: Ethical Standards
Describe ways in which businesses can perform duties ethically and legally.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Ethical Standards
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Analyzing Business Ethical Dilemmas
Discuss ethical dilemmas in workplace scenarios.
Duration: 0 hrs 40 mins Scoring: 30 points

Study: Teamwork
Explain the importance of teamwork in business.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Teamwork
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points
LESSON 3: YOUR BUSINESS CAREER

Study: Assessing Strengths and Goals
Explain the importance of developing work-content skills and functional skills.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Assessing Strengths and Goals
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Job Requirements
Examine the technical and people skills that are necessary for most jobs today.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Job Requirements
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Career Self-Assessment
Explore personal skills and strengths while completing a career self-assessment.
Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 4: WRAP-UP: UNDERSTANDING BUSINESS CAREERS

Review: Understanding Business Careers
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Understanding Business Careers
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Exploring Business Careers
Conduct a job search based on a desired career path.
Duration: 2 hrs 30 mins
Scoring: 100 points

UNIT 2: COMMUNICATING THROUGH LETTERS AND EMAIL
LESSON 1: SETTING THE RIGHT TONE

Study: Standards for Business English
Identify business communication standards, especially for written documents.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Standards for Business English
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Applying Standards to a Business Document
Create and edit various types of business documents.

Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 2: BUSINESS LETTERS

Study: Uses of Business Letters
Identify the purpose and features of personal and professional business letters.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Uses of Business Letters
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Setting Up a Business Letter
Examine word processing functions and file categorizations relevant to formatting business letters.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Setting Up a Business Letter
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Writing Effective Messages
Identify the steps for producing effective and properly formatted business letters.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Business Letters
Take a quiz to assess your understanding of the material.
Practice: Writing a Business Letter
Draft a business letter based on a scenario.
Duration: 1 hr Scoring: 40 points

LESSON 3: USING EMAIL

Study: Elements of Email Messages
Identify the purpose and the process of writing business emails.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Elements of Email Messages
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins
Scoring: 30 points

Study: Sending and Managing Messages
Explore email software features and the process of sending emails.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Sending and Managing Messages
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins
Scoring: 30 points

Checkup: Organizing Email
Practice using all the steps required to organize a full email inbox.
Duration: 0 hrs 40 mins
Scoring: 0 points

LESSON 4: WRAP-UP: COMMUNICATING THROUGH LETTERS AND EMAIL

Review: Writing Letters and Email
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Writing Letters and Email
Take a computer-scored test to assess what you have learned in this unit.
UNIT 3: COMMUNICATING THROUGH FORMAL BUSINESS DOCUMENTS

LESSON 1: FORMAL BUSINESS DOCUMENTS

Study: Using Formal Business Documents
Identify the purpose of writing formal business documents in business.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Using Formal Business Documents
Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Formal Business Documents
Describe the use of formal documents to achieve business goals.

Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 2: RESEARCHING A FORMAL BUSINESS DOCUMENT

Study: Sources of Information
Identify reliable primary and secondary source material.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Sources of Information
Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Appropriate Information Sources
Analyze the effectiveness of various sources of information.

Duration: 0 hrs 40 mins Scoring: 0 points

Study: Citing Sources
Explain how to properly cite sources in formal business documents.

**Quiz: Citing Sources**
Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

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**LESSON 3: WRITING A FORMAL BUSINESS DOCUMENT**

**Study: Organizing Your Message**
Explore ways to effectively organize the content of formal business documents.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Organizing Your Message**
Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Checkup: Outlining a Formal Business Document**
Draft and organize a business proposal.

Duration: 0 hrs 40 mins Scoring: 0 points

**Study: Writing Your Content**
Identify the process of writing formal business documents using word processing software.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Writing Your Content**
Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Study: Formatting Your Formal Business Document**
Apply the elements of formatting to business documents.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Formatting Your Formal Business Document**
Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Practice: Creating Efficiency in Business Documents**
Use a template to create and format a formal business document.
*Duration: 1 hr  Scoring: 40 points*

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**LESSON 4: ART AND VISUAL SUPPORT**

**Study: Inserting Graphics and Tables**
Describe the types and uses of various graphics in business documents.

*Duration: 0 hrs 40 mins Scoring: 0 points*

**Quiz: Inserting Graphics and Tables**
Take a quiz to assess your understanding of the material.
*Duration: 0 hrs 20 mins  
Scoring: 30 points*

**Practice: Analyzing Visuals in Business Documents**
Determine the effectiveness and appropriateness of visuals in business documents.
*Duration: 0 hrs 40 mins Scoring: 30 points*

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**LESSON 5: WRAP-UP: COMMUNICATING THROUGH FORMAL BUSINESS DOCUMENTS**

**Review: Writing Formal Business Documents**
Prepare for the unit test by reviewing key concepts and skills.

*Duration: 0 hrs 30 mins Scoring: 0 points*

**Test (CS): Writing Formal Business Documents**
Take a computer-scored test to assess what you have learned in this unit.
*Duration: 0 hrs 40 mins Scoring: 60 points*

**Project: Writing Formal Business Documents**
Write a proposal to address a business scenario and include outside sources.
*Duration: 2 hrs 30 mins Scoring: 100 points*

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**UNIT 4: COMMUNICATING THROUGH PRESENTATIONS**

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**LESSON 1: PRESENTATION SOFTWARE**
Study: Elements of a Slide Presentation
Explain the purpose of a slide presentation and identify its main components.

*Duration: 0 hrs 40 mins  Scoring: 0 points*

Quiz: Elements of a Slide Presentation
Take a quiz to assess your understanding of the material.

*Duration: 0 hrs 20 mins  Scoring: 30 points*

Study: Effective Use of Slide Presentations
Explore ways to create an effective slide presentation.

*Duration: 0 hrs 40 mins  Scoring: 0 points*

Quiz: Effective Use of Slide Presentations
Take a quiz to assess your understanding of the material.

*Duration: 0 hrs 20 mins  Scoring: 30 points*

Checkup: Analyzing Slide Presentations
Analyze the components of slide presentations.

*Duration: 0 hrs 40 mins  Scoring: 0 points*

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LESSON 2: CREATING A PRESENTATION

Study: Slides, Text, and Graphics
Identify ways to create and edit a slide's text and visuals.

*Duration: 0 hrs 40 mins  Scoring: 0 points*

Quiz: Slides, Text, and Graphics
Take a quiz to assess your understanding of the material.

*Duration: 0 hrs 20 mins  Scoring: 30 points*

Study: Enhancing the Presentation
Identify ways to enhance slide presentations using multimedia elements.

*Duration: 0 hrs 40 mins  Scoring: 0 points*

Quiz: Enhancing the Presentation
Take a quiz to assess your understanding of the material.

*Duration: 0 hrs 20 mins  Scoring: 30 points*
LESSON 3: DELIVERING THE PRESENTATION

Study: Oral Presentations
Describe the steps to prepare for an oral presentation and how to share the presentation files.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Oral Presentations
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Evaluating Oral Presentations
Analyze the effectiveness of presentations.
Duration: 0 hrs 40 mins Scoring: 30 points

LESSON 4: WRAP-UP: COMMUNICATING THROUGH PRESENTATIONS

Review: Creating Presentations
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins
Scoring: 0 points

Test (CS): Creating Presentations
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Creating a Business Presentation
Create and present a slide presentation.
Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 5: MANAGING PROJECTS

LESSON 1: PLANNING AND ORGANIZING PROJECTS
LESSON 2: MANAGING AND MEASURING PROJECTS

Study: Tools for Project Management
Identify strategies and tools needed to effectively manage business projects.

*Duration: 0 hrs 40 mins Scoring: 0 points*

Quiz: Tools for Project Management
Take a quiz to assess your understanding of the material.

*Duration: 0 hrs 20 mins Scoring: 30 points*

Study: Measuring Project Performance
Describe how to monitor a business project using measurement standards.

*Duration: 0 hrs 40 mins Scoring: 0 points*

Quiz: Measuring Project Performance
Take a quiz to assess your understanding of the material.

*Duration: 0 hrs 20 mins Scoring: 30 points*

Practice: Recommending Time Management Strategies
Identify project management tools to use to reduce problems in potential projects.

*Duration: 0 hrs 40 mins Scoring: 30 points*

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**LESSON 3: MONITORING PROJECT INFORMATION**

**Study: Sharing Information and File Security**
Evaluate means of storing and sharing information in a business setting.

*Duration: 0 hrs 40 mins Scoring: 0 points*

**Quiz: Sharing Information and File Security**
Take a quiz to assess your understanding of the material.

*Duration: 0 hrs 20 mins Scoring: 30 points*

**Checkup: Securing Project Information**
Examine the various methods of information protection used in a business setting.

*Duration: 0 hrs 40 mins Scoring: 0 points*

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**LESSON 4: WRAP-UP: MANAGING PROJECTS**

**Review: Managing Projects**
Prepare for the unit test by reviewing key concepts and skills.

*Duration: 0 hrs 30 mins Scoring: 0 points*

**Test (CS): Managing Projects**
Take a computer-scored test to assess what you have learned in this unit.

*Duration: 0 hrs 40 mins Scoring: 60 points*

**Project: Evaluating Project Teamwork**
Evaluate the effectiveness of a fictional team that has completed a project.

*Duration: 2 hrs 30 mins Scoring: 100 points*

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**UNIT 6: BUSINESS APPLICATIONS WRAP-UP**

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**LESSON 1: BUSINESS APPLICATIONS WRAP-UP**
Review: Business Applications Wrap-Up
Prepare for the end-of-course exam by reviewing key concepts and skills.

*Duration: 0 hrs 45 mins  Scoring: 0 points*

Exam: Business Applications Wrap-Up
Take a computer-scored exam to assess what you have learned in previous units.

*Duration: 1 hr  Scoring: 120 points*