

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

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

Checkpoint: 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.

Duration: 0 hrs 20 mins Scoring: 30 points

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.

Duration: 0 hrs 40 mins Scoring: 60 points

Project: Communicating with Coworkers

Write email messages in response to a business scenario.

Duration: 2 hrs 30 mins Scoring: 100 points

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.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Citing Sources

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

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

Checkpoint: 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

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

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

UNIT 4: COMMUNICATING THROUGH PRESENTATIONS

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

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

Checkup: Critiquing Slide Presentations

Analyze various slides to identify text and image errors.

Duration: 0 hrs 40 mins Scoring: 0 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****Study: All Projects Great and Small**

Identify the phases and requirements of a project.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: All Projects Great and Small

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Creating a Project Schedule

Draft a project plan and analyze a business project scenario.

Duration: 0 hrs 40 mins Scoring: 30 points

Study: Leading a Team

Identify the skills needed to lead a project team.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Leading a Team

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

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

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

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

UNIT 6: BUSINESS APPLICATIONS WRAP-UP

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