

Introduction to Business and Technology provides the foundational knowledge and skills students need for careers in business and technology. Throughout the course, students gain a knowledge of business principles and communication skills, an understanding of the impact of financial and marketing decisions, and proficiency in the technologies required by business. Students will also learn the essentials of working in a business environment, managing a business, and owning a business.

This course allows students to explore careers in business and information technology while learning skills applicable to any professional setting. Through a variety of hands-on activities, students will engage with word processing, presentation, and spreadsheet software and explore operating systems, networking, and the Internet. 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 of interest to them.

Introduction to Business and Technology is a full-year introductory Career and Technical Education course applicable to programs of study in the Business, Management and Administration and Information Technology career clusters, as well as other career clusters. This course is built to state and national standards. Students who successfully complete the course will be prepared to pursue certifications such as Microsoft® Office Specialist certifications in Microsoft Word, Microsoft Excel and Microsoft Access, as well as IC3 certification.

Length: Two Semesters

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: BUSINESS LAW AND ETHICS

Study: Law and Ethics in Business and Marketing

Explain the role of law and ethics in business and marketing.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Law and Ethics in Business and Marketing

Take a short quiz on what you've just learned.

Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Legal and Ethical Issues

Analyze legal and ethical issues in various workplace scenarios.

Duration: 0 hrs 40 mins Scoring: 0 points

Study: Workplace Safety

Explain how law and ethics can help guide workplace safety.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Workplace Safety

Take a short quiz on what you've just learned.

Duration: 0 hrs 20 mins Scoring: 30 points

LESSON 4: BUSINESS INSURANCE

Study: Types of Business Insurance

Explain the different types of business insurance.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Types of Business Insurance

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Explore Insurance Careers

Explore career options in the insurance field.

Duration: 0 hrs 40 mins Scoring: 30 points

LESSON 5: 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 EMAILS

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.

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 EMAILS

Review: Writing Letters and Emails

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Writing Letters and Emails

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

Checkpoint: 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: 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

Project: Evaluating Project Teamwork

Evaluate the effectiveness of a fictional team that has completed a project.

Duration: 2 hrs 30 mins Scoring: 100 points

LESSON 6: 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: INTRODUCTION TO BUSINESS AND TECHNOLOGY SEMESTER 1 WRAP-UP**LESSON 1: INTRODUCTION TO BUSINESS AND TECHNOLOGY SEMESTER 1 WRAP-UP****Review: Introduction to Business and Technology Semester One Wrap-Up**

Prepare for the end-of-course exam by reviewing key concepts and skills.

Duration: 0 hrs 45 mins Scoring: 0 points

Exam: Introduction to Business and Technology Semester One Wrap-Up

Take a computer-scored exam to assess what you have learned in previous units.

Duration: 1 hr Scoring: 120 points

UNIT 6: FINANCE, SPREADSHEETS, AND DATABASES**LESSON 1: SPREADSHEETS****Study: Spreadsheet Basics**

Describe the components and features of spreadsheets.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Spreadsheet Basics

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Using Spreadsheets

Use a spreadsheet to perform mathematical processes.

Duration: 0 hrs 40 mins Scoring: 0 points

Study: Using Spreadsheets in Business

Explain the processes for using spreadsheet software in a business setting.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Using Spreadsheets in Business

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Solving Business Problems with Spreadsheets

Use a spreadsheet to perform business-related tasks.

Duration: 0 hrs 40 mins Scoring: 40 points

Study: Financial Tools

Describe various financial tools used in business.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Financial Tools

Take a short quiz on what you've just learned.

Duration: 0 hrs 20 mins Scoring: 30 points

LESSON 2: DATABASES**Study: Database Basics**

Describe the components and features of database software.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Database Basics

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Study: Using Databases to Solve Business Problems

Explain the processes for using database software in a business setting.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Using Databases to Solve Business Problems

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Checkpoint: Using Databases

Use a database to find and organize information.

Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 3: FINANCE

Study: Checking and Savings

Learn about different types of personal bank accounts and the advantages and disadvantages of each type.

Duration: 0 hrs 40 mins

Study: Making a Budget

Learn about the use of a budget in making personal economic decisions and planning for the future.

Duration: 0 hrs 40 mins

Checkpoint: Figuring Out Your Expenses

Develop a budget that would enable you to live on your own.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Planning Ahead

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Study: You Get the Credit

Learn about credit cards, including the role of credit history, differences between credit cards and other loans, and how credit cards differ from other forms of credit.

Duration: 0 hrs 40 mins

Quiz: Give Me Some Credit

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

LESSON 4: FINANCE, SPREADSHEETS AND DATABASES WRAP-UP

Review: Finance, Spreadsheets and Databases

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Finance, Spreadsheets and Databases

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 Spreadsheet and Database

Use a spreadsheet and database to complete a business process.

Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 7: BUSINESS MARKETING

LESSON 1: MARKETING IN BUSINESS ORGANIZATIONS

Study: Types of Businesses

Describe different types of businesses and how they use marketing.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Types of Businesses

Take a short quiz on what you've just learned.

Duration: 0 hrs 20 mins Scoring: 30 points

Study: Marketing, Technology, and the Changing Environment

Learn about marketing, technology, and the changing environment.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Marketing, Technology, and the Changing Environment

Take a short quiz on what you've just learned.

Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Researching Marketing Careers

Research marketing careers and requirements.

Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 2: CREATING CUSTOMER LOYALTY

Study: Marketing Research

Describe the factors taken into consideration during marketing research.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Marketing Research

Take a short quiz on what you've just learned.

Duration: 0 hrs 20 mins Scoring: 30 points

Study: Strategic Planning

Describe ways businesses strategically plan for reaching customers.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Strategic Planning

Take a short quiz on what you've just learned.

Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Analyzing Marketing Research

Analyze marketing research decisions in various business scenarios.

Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 3: PROMOTIONAL PLANNING

Study: Promotion Basics

Explain promotion in marketing.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Promotion Basics

Take a short quiz on what you've just learned.

Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Promotion

Analyze the role of promotion in various business scenarios.

Duration: 0 hrs 40 mins Scoring: 0 points

Study: Promotional Strategies

Describe promotional strategies used in marketing.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Promotional Strategies

Take a short quiz on what you've just learned.

Duration: 0 hrs 20 mins Scoring: 30 points

Study: Sales Promotion

Describe different types of sales promotion.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Sales Promotion

Take a short quiz on what you've just learned.

Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Sales Promotion

Differentiate different types of sales promotion.

Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 4: BUSINESS MARKETING WRAP-UP**Review: Business Marketing**

Review the material from this unit.

Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Business Marketing

Take a test on the material from this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

Project: Future Business Leaders of America

Examine the opportunities and impact of Future Business Leaders of America.

Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 8: INFORMATION TECHNOLOGY, SYSTEMS, AND NETWORKING**LESSON 1: EXPLORING INFORMATION TECHNOLOGY****Study: You and the World of Information Technology**

Examine information technology and its impact on business and society.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: What Can Information Technology Do for You?

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Study: Emerging Technologies

Explore how emerging technologies impact business and society.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Emerging Technologies

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Comparing Emerging Technologies

Compare and contrast various emerging technologies, including their impact on society and how they are evaluated.

Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 2: INFORMATION SYSTEMS

Study: Information Systems and Business Planning

Identify the purpose of information systems in business planning.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Information Systems and Business Planning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Study: Information Systems and Business Operations

Identify the purpose of information systems in business strategies and operations.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Information Systems and Business Operations

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Using Information Systems

Use information systems for business planning, strategies, and operations.

Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 3: NETWORKING

Study: Network Basics

Explore the purpose and components of networks in the business environment.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Network Basics

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Networks

Identify features and components of networks.

Duration: 0 hrs 40 mins Scoring: 0 points

Study: Network Troubleshooting

Identify network troubleshooting strategies.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Network Troubleshooting

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Troubleshooting

Apply network troubleshooting strategies.

Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 4: YOUR IT CAREER

Study: Career Portfolio

Explain how to create a career portfolio.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Career Portfolio

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Creating a Career Portfolio

Create an electronic career portfolio.

Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 5: INFORMATION TECHNOLOGY, SYSTEMS, AND NETWORKING WRAP-UP**Review: Information Technology, Systems, and Networking**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Information Technology, Systems, and Networking

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

Project: Analyzing Information Systems and Networks

Analyze the use of information systems and networks in a business scenario.

Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 9: EXPLORING THE WEB**LESSON 1: USING THE INTERNET****Study: The Internet**

Explore the history of the Internet.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: The Internet

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Navigating the Internet

Use the Internet to complete tasks.

Duration: 0 hrs 40 mins Scoring: 0 points

Study: Internet Search Strategies

Identify effective Internet search strategies.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Internet Search Strategies

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Using Internet Search Strategies

Apply effective Internet search strategies.

Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 2: INTERNET SECURITY, LAWS, AND ETHICS**Study: Internet Security and Law**

Explore Internet security, legal, and ethical issues.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Internet Security and Law

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Study: Ethical Internet Use

Identify issues of copyright and intellectual property as they relate to ethical Internet use.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Ethical Internet Use

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Exploring Internet Law and Ethics

Analyze legal and ethical issues of using the Internet.

Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 3: WEB PAGE DESIGN

Study: Web Page Basics

Identify the components of a web page.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Web Page Basics

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Study: Understanding HTML

Explain how to use HTML to create web pages.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Understanding HTML

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Using HTML

Use HTML to create a web page.

Duration: 0 hrs 40 mins Scoring: 0 points

Study: Enhancing Web Pages

Explore ways to enhance web page design.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Enhancing Web Pages

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

LESSON 4: EXPLORING THE WEB WRAP-UP

Review: Exploring the Web

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Exploring the Web

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 Website

Create web pages to produce an effective website.

Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 10: INTRODUCTION TO BUSINESS AND TECHNOLOGY SEMESTER 2 WRAP-UP

LESSON 1: INTRODUCTION TO BUSINESS AND TECHNOLOGY SEMESTER 2 WRAP-UP

Review: Introduction to Business and Technology Semester 2 Wrap-Up

Prepare for the end-of-course exam by reviewing key concepts and skills.

Duration: 0 hrs 45 mins Scoring: 0 points

Exam: Introduction to Business and Technology Semester 2 Wrap-Up

Take a computer-scored exam to assess what you have learned in previous units.

Duration: 1 hr Scoring: 120 points