

CHINO VALLEY UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL GUIDE

Business Skills I

Course Number	5818
Department	Business
Length of Course	One (1) Semester
Grade Level	10-12
Credit	5 units/semester/Practical Arts or Elective Credit
Prerequisite	Keyboarding/Document Processing, Computer Applications, and/or teacher approval
Board approved	June 5, 2003

Description of Course - This course is designed to teach students a variety of important business skills such as: document preparation/word processing, use of business equipment/office machines, reference source use, business math, business English, filing, human relations skills, communications, study of employment/careers, time management, and organizational skills. Students will use operating systems, hardware, software, and peripherals, integrating communication tools and appropriate resources to share information.

This curriculum is aligned to standards developed by the Business Education Resource Consortium.

Rationale for Course - This course develops business office skills that will provide the student with entry-level job skills and also provide a basis for further business education in high school, business school, and/or college.

Standard 1 - Document Preparation/Keyboarding Skills

- 1.1 Objective: Students will prepare a variety of documents, primarily on the computer.
 - 1.1.1 Performance Indicator: Students will print out business and personal letters in final copy format from a variety of sources (e.g., handwritten copy, rough drafts, cassette dictation, etc.).
 - 1.1.2 Performance Indicator: Students will print out reports (manuscripts) in final copy format from a variety of sources (e.g., handwritten copy, rough drafts, career/college magazines, self-composition, etc.).
 - 1.1.3 Performance Indicator: Students will print out memorandums in final copy format from a variety of sources (e.g., handwritten copy, rough draft, etc.).

- 1.1.4 Performance Indicator: Students will prepare in final copy format a wide variety of documents, including business forms, envelopes, tables, resumes, job applications, address lists, enumerations, creative design, etc. Final copy format may be from the computer, the typewriter, or handwritten/hand printed.

Standard 2 - Business Equipment/Office Machines

- 2.1 Objective: Students will become familiar with a variety of office machines and equipment.
 - 2.1.1 Performance Indicator: Students will use a variety of computer commands (e.g. mouse commands, keyboard commands).
 - 2.1.2. Performance Indicator: Students will operate a 10-key calculator and the 10-key number keypad on the computer keyboard, by touch (timed).
 - 2.1.3 Performance Indicator: Students will operate miscellaneous business equipment, as available (e.g., transcribing machine, scanner, 3-hole paper punch, etc.)

Standard 3 - Reference Source Use

- 3.1 Objective: Students will use a variety of reference sources.
 - 3.1.1 Performance Indicator: Students will demonstrate the use of the HELP menu on the computer.
 - 3.1.2 Performance Indicator: Students will use the Internet to search for information.
 - 3.1.3 Performance Indicator: Students will use classroom reference resources (e.g., posters, dictionary, office reference manual, telephone book, career/college periodicals, etc.).

Standard 4 - Business Math

- 4.1 Objective: Students will use business office arithmetic.
 - 4.1.1 Performance Indicator: Students will determine mathematic answers as they relate to sales slips, invoices, budgets, etc.
 - 4.1.2 Performance Indicator: Students will determine payroll involving regular time, overtime, deductions, gross pay, net pay, etc.
 - 4.1.3 Performance Indicator: Students will determine percentages as they relate to commissions, discounts, etc.

- 4.1.4 Performance Indicator: Students will utilize the 10-key calculator in their mathematic calculations.

Standard 5 - Business English

- 5.1 Objective: Students will be aware of the importance of good final copy format with correct spelling, punctuation, word choice, sentence structure, grammar, etc.
 - 5.1.1 Performance Indicator: Students will produce final copy format from rough drafts (with English errors on the rough drafts). Types of English errors on the rough drafts include run-on sentences, sentence fragments, spelling, punctuation, similar words (there/their/they're, affect/effect, etc.).
 - 5.1.2 Performance Indicator: Students will review similar words and determine which is correct in a particular context. Examples of similar words occurring in business documents include affect/effect, whether/weather, stationery/stationary, to/too/two, a lot/allot, etc.
 - 5.1.3 Performance Indicator: Students will practice good penmanship.
 - 5.1.4 Performance Indicator: Students will make use of resource materials to determine correct usage (e.g., spell check, dictionary, the teacher, etc.).

Standard 6 - Filing

- 6.1 Objective: Students will become familiar with a variety of filing systems.
 - 6.1.1 Performance Indicator: Filing systems used by the student will include alphabetic, geographic, numeric, chronological, etc.
 - 6.1.2 Performance Indicator: Students will maintain customer address files.
 - 6.1.3 Performance Indicator: Students will maintain their personal computer files. Students will type the file name as the last line of each document (save name).

Standard 7 - Human Relations Skills

- 7.1 Objective: Students will understand the importance of human relations on the job.

- 7.1.1 Performance Indicator: Students will be aware of the importance of dependability, initiative, appearance, professionalism, and customer relations. Awareness of these areas will be via reading, reports, guest speakers, interaction in the classroom, etc.
- 7.1.2 Performance Indicator: Students will involve themselves in teamwork activities such as cooperation, loyalty, problem solving, etc.

Standard 8 - Communications

- 8.1 Objective: Students will be aware of a variety of communications.
 - 8.1.1 Performance Indicator: Students will continue to become familiar with electronic communications (e.g., Internet, telephone techniques, fax machine, scanner, digital camera, etc.).
 - 8.1.2 Performance Indicator: Students will produce letters, memorandums, reports, and envelopes in final copy format using industry-standard software etc.
 - 8.1.3 Performance Indicator: Students will be aware of business-like face-to-face contact in the office.
 - 8.1.4 Performance Indicator: Students will prepare an oral presentation incorporating the use of visual aids (e.g., power point, poster, handout, etc.).

Standard 9 - Employment

- 9.1 Objective: Students will become familiar with employment opportunities and preparation for careers.
 - 9.1.1 Performance Indicator: Students will be aware of a variety of career paths and choices.
 - 9.1.2 Performance Indicator: Students will prepare job applications, resume cover letters, thank you letters, interviewing, etc.
 - 9.1.3 Performance Indicator: Students will read and prepare reports from career/college magazines, listen to guest speakers, and read posters in the classroom relating to careers.
 - 9.1.4 Performance Indicator: Students will be aware of the importance of continuing education.

Standard 10 - Time Management and Organizational Skills

10.1 Objective: Students will be aware of the importance of time management and organizational skills.

10.1.1 Performance Indicator: Students will maintain a semester-long notebook and student folder.

10.1.2 Performance Indicator: Students will work individually and together (teamwork).

10.1.3 Performance Indicator: Students will hand in assignments based on a time line.

Appendix I

Textbooks: The Office Procedure and Technology

Software: Current state of the art software (for example, MS Word)

Publisher: South-Western Publishing Company

Copyright Date: Current edition