

Business Technology II

Business Technology II is a semester course that provides students with project-based applications of concepts learned in Business Technology I. Personal computing and business skills are integrated throughout the course as students use a variety of software applications to produce and prepare documents for publication and learn how to select appropriate software for generating information. A major emphasis is placed on guiding students through real-world experiences to aid in the school-to-career transition. The prerequisite for this course is Business Technology I.

Future Business Leaders of America (FBLA) is a co-curricular component of this course. FBLA enhances classroom instruction, develops leadership skills, and provides opportunities for professional growth and service.

Word Processing Applications

Students will:

1. Construct written communication using correct business format, including letters of application, résumés, and follow-up letters.
 - Identifying types of letters
Examples: request, persuasive, collective, goodwill
2. Demonstrate correct procedures for creating online forms, Web page designs, document sharing, and merging information obtained from a database.

Spreadsheet Applications

3. Design spreadsheets for personal and business use.
 - Utilizing wizards and templates to create spreadsheets
4. Apply mathematical, statistical, and logical functions to solve problems using spreadsheets.
5. Create charts and graphs to clarify data and share information.
 - Creating formulas manually and with the function wizard
 - Auditing equations and trouble shooting errors
 - Formatting spreadsheets, graphs, and lists for printing

Database Applications

6. Utilize database functions for business and personal use to create tables, forms, reports and queries.
 - Creating forms that manage data automatically
 - Optimizing the database for easy navigation and data input

Presentation Applications

7. Create a multimedia résumé.
Example: electronic career portfolio
8. Present a self-designed multimedia presentation with visual elements, including using graphics, sound, and on-screen navigation and preparing a slideshow for live presentations and kiosk demonstrations.

Internet Research

9. Utilize various Internet search engines to research business topics.
10. Utilize integrated computer technology for creating projects.
11. Compare the uses of information technology as they relate to major business functions, including marketing, accounting and finance, manufacturing, human resources, and management.
12. Apply skills needed to support information technology users, including supporting customer, tutoring information technology users, and assisting information technology users in updating technical skills.
13. Utilize research results to analyze new and emerging business technology applications software.
14. Determine career and entrepreneurial opportunities, responsibilities, and educational and credentialing requirements related to business technology professions.

Electronic Mail Applications

15. Utilize e-mail features safely and effectively.
 - Organizing the inbox and filter junk mail
 - Scheduling meetings, recurring appointments, and tasks
16. Analyzing e-mail data obtained from spreadsheets or databases.