Options EHS Business Technology B	Scope and Sequence
Unit **Lesson**	**Objectives**
COMMUNICATION SKILLS	
Communication Skills	
	Identify barriers to communication.
	Identify effective and ineffective verbal and nonverbal communication skills.
Electronic Communication Skills	
	Identify guidelines for effective electronic communication, including netiquette.
	Determine how to ensure e-mail messages are appropriate for the workplace.
Project: Revising E-mail Messages	
	Evaluate workplace e-mail messages.
	Revise workplace e-mail messages.
	Create effective e-mail messages.
Workplace Skills, Habits, and Attitudes	
	Describe the importance of a strong work ethic.
	Identify workplace skills, habits, and attitudes desired by employers.
Active Listening	
	Learn strategies for effective active listening.
	Demonstrate active listening.
Constructive Feedback	
	Distinguish between effective and ineffective feedback.
	Learn strategies for giving constructive feedback.
Project: Employee Action Plan	

Options EHS Business Technology B	Scope and Sequence
Unit **Lesson**	**Objectives**
	Create an action plan to improve your own workplace skills, habits, and attitudes.
Finding Reliable Internet Resources	
	List the characteristics of reliable Internet sites.
	Evaluate Internet sites.
	Identify and use Internet search strategies.
Paraphrasing and Summarizing	
	Differentiate between paraphrasing and summarizing information.
	Identify the steps for paraphrasing information.
Organizing Information	
	Identify the elements of a well-organized piece of writing.
Report: Business Skills	
	Conduct Internet research on a selected business topic.
	Take notes on Internet research.
Review	
	Review the topics covered in this unit.
Test	
TELECOMMUNICATIONS TECHNOLOGY	
The Parts and the Pieces	
	Identify and describe the components of the telecommunications industry.
	Describe the strategic role of telecommunications technology within the workplace.
Selecting Appropriate Technology	
	Evaluate the use of different telecommunications technologies for performing a specific task.

Options EHS Business Technology B	Scope and Sequence
Unit **Lesson**	**Objectives**
	Use decision-making strategies to select the most appropriate telecommunications technology for a specific business need.
E-mail	
	Identify valid e-mail addresses.
	Send, receive, reply to, and print e-mail messages.
Beyond E-mail	
	Describe the features of blogs and wikis.
	Explain business uses for blogs and wikis.
	Evaluate the use of blogs and wikis for specific business needs.
E-mail Ethics and Work Habits	
	Describe ethical and unethical uses of e-mail.
	Explain how the use of good e-mail work habits improves productivity in the workplace.
Netiquette	
	Explain the rules of netiquette.
	Apply netiquette in electronic communication.
Review	
	Explain how telecommunications technologies improve workplace productivity.
	Evaluate telecommunications technologies for specific business tasks.
	Describe appropriate work habits and etiquette when using telecommunications technology.
Test	
PRESENTATION TECHNOLOGY	
What is Presentation Technology?	
	Describe the functions of presentation technology's menus, toolbars, panes, and views.

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Unit Lesson	Objectives
	Identify the parts of the presentation window.
	Navigate between views and through presentation slides.
	Select a presentation layout.
	Enter text on a slide.
How is Presentation Technology Used?	
	Describe business uses for presentation software.
	Add slides to a presentation.
	Change the slide layout.
	Save a presentation.
Working with Text	
	Format text in presentations.
	Create and modify bulleted and numbered lists.
	Delete text from presentations.
Working with Graphics	
	Insert artwork into presentations.
	Modify artwork within presentations.
	Insert tables and spreadsheets into presentations.
	Format tables and spreadsheets within presentations.
Working with Special Effects	
	Apply animation to text and graphics.
	Apply transitions to individual presentation slides and entire presentations.
	Implement multimedia strategies.

Options EHS Business Technology B	Scope and Sequence
Unit Lesson	Objectives
	Identify guidelines used for animation, transitions, and multimedia.
Content	
	Compare the purposes of different types of presentations.
	Explain how presentation content is influenced by audience and setting.
	Describe the function of outlines in content development.
	Discuss the guidelines that make the addition of content to presentations more effective.
Layout	
	Explain how color schemes affect readability.
	List the guidelines that govern presentation text and graphics.
Putting It All Together	
	Revise presentations.
	Create presentation handouts.
	Describe procedures to set up presentations for different methods of delivery.
	Explain the steps involved in publishing presentations.
Project: Creating a Presentation	
	Select the appropriate technology to create and deliver a presentation.
	Select or create a design template for a presentation.
	Create a presentation using text, special effects, and multimedia.
	Apply presentation guidelines to create an effective presentation.
	Identify and prepare support material that will enhance an oral presentation.
	Prepare and deliver an oral presentation that sustains the listener's attention and interest.
Review	

Options EHS Business Technology B	Scope and Sequence
Unit Lesson	**Objectives**
	Describe business uses of presentation technology.
	Create and revise slide shows.
	Discuss strategies for the successful delivery of slide shows.
Test	
DATABASES	
Comparing Databases and Spreadsheets	
	List the actions a database can perform.
	List the differences and similarities between a database and a spreadsheet.
	For a specific business task, select a spreadsheet or a database based on which is more appropriate.
Understanding Database Terms	
	Differentiate between fields, records, and files.
	Plan and build a simple database.
Project: Creating a Database	
	Create a database to track information for retrieval later.
Working with Data and Records	
	Locate data.
	Sort data.
	Update data.
	Delete records.
	Add records.
Project: Creating a Data-Entry Form	
	Create a data-entry form.

Options EHS Business Technology B	Scope and Sequence
Unit Lesson	**Objectives**
Using Databases to Search and Query	
	Search for certain data.
	Conduct a query.
Project: Working with Queries	
	Create a database using database software.
	Use filters, queries, and operators to find database information.
Importing and Exporting Data	
	Import data into a database.
	Export data from a database.
	Name some uses of importing and exporting data.
Data Analysis	
	Identify the purpose of data analysis.
	Identify the purpose, importance, and ethics associated with data mining.
	Describe data mining techniques.
	Interpret results of data mining.
Review	
	Review the topics covered in this unit.
Test	
COMPUTER NETWORKS	
Why Use a Network?	
	Explain what a computer network is.
	Describe the benefits provided by computer networks.

Options EHS Business Technology B	Scope and Sequence
Unit Lesson	**Objectives**
	Differentiate different types of networks
How Do Networks Work?	
	Describe the function of network components.
	Explain how computer networks work.
Network Architecture	
	Describe the different types of network topologies.
	Discuss the advantages and disadvantages of each topology.
Review	
	Describe the purpose and function of network components.
	Compare network systems.
	Explain the factors that influence the choice of a computer networking system.
Test	
SEMESTER REVIEW AND EXAM	
Review	
Exam	