

Course Name: Survey of Business

Course Description: A two semester course designed to introduce students to business and marketing programs of study and related technology to help students succeed in business and marketing careers. Using industry-recognized software (i.e., Microsoft), students will focus on skills in word processing, spreadsheets, and presentations as they relate to business and marketing careers.

Overview of Student Outcomes

<p>1.5 weeks</p>	<p>Expectations, Procedures, & Classroom Jobs The student can/will learn the expectations and procedures for Mrs. Reynolds classroom and will also be given an opportunity to apply for a leadership position in our classroom.</p>
<p>4.5 Weeks</p>	<p>Employability Skills Standard 3 The student can/will demonstrate employability skills required by business and industry by:</p> <ul style="list-style-type: none"> ● Communicating effectively and ethically through writing, speaking, listening, reading, and interpersonal abilities. ● Exhibiting critical thinking and problem-solving skills. ● Demonstrating work readiness traits required for success in the workplace including integrity, enthusiasm & attitude, accountability, time management, respect, professionalism, and teamwork.
<p>1 Week</p>	<p>File Management Standard 2.1 The student can/will create and manage folders for saving and organizing documents by:</p> <ul style="list-style-type: none"> ● Creating folders for storage of documents. ● Understanding how to open folders, edit folder names, save items to a folder, and move items from one folder to another.
<p>3 weeks</p>	<p>Word Processing Software Standard 2.2 The student can/will demonstrate proficiency in word processing software to create and edit professional business documents by:</p> <ul style="list-style-type: none"> ● Applying basic editing and formatting tools to text within a document. ● Applying document styles in word processing applications. ● Formatting and editing paragraphs using options in word processing applications. ● Creating and modifying lists using formatting to enhance document style. ● Creating headers, footers, page numbers, and print documents. ● Inserting graphic objects (WordArt, Shapes, SmartArt, and Pictures) within a document and applying formatting to those graphics. ● Resizing, cropping, and wrapping text around graphic objects. ● Editing font, font size, line spacing, paragraph spacing, alignment, and enclosure notifications). ● Creating a flyer that recognizes academic and professional benefits of participating in a CTSO using desktop publishing software.

7 weeks	<p>Job Search Skills Standards 2.2 & 3: The student can/will demonstrate employability skills required by business and industry by:</p> <ul style="list-style-type: none"> ● Describing the importance of networking in the job search ● Identifying tools that can be used to assist in the job search ● Developing skills to effectively complete and follow up on the job application process (resume & cover letter). ● Producing and editing business letters using word processing technology. ● Creating a letterhead, newsletter, and business card with and without a template, using desktop publishing software. ● Exhibiting understanding and knowledge of proper workplace environment etiquette (dress, communication, social media interactions). ● Communicating effectively through writing, speaking, and listening.
4.5 weeks	<p>Entrepreneurship Standard 4.5: The student can/will explore careers in entrepreneurship by:</p> <ul style="list-style-type: none"> ● Describing the role of entrepreneurship, the skills required for the profession, and connecting their current skill set. ● Drawing conclusions regarding the unique characteristics, traits, and concepts of the successful entrepreneur. ● Discussing the risks and rewards of entrepreneurship. ● Formatting a business plan. ● Comparing the advantages and disadvantages of different business ownership.
4 weeks	<p>Spreadsheet Software Standard 2.3 The student can/will demonstrate proficiency in spreadsheet software to create and edit professional worksheets by:</p> <ul style="list-style-type: none"> ● Designing and arranging a worksheet by utilizing formatting features. ● Utilizing formulas, functions, and fill to perform mathematical processes. ● Differentiating between absolute and relative cell references. ● Examining spreadsheet data through sorting and filters. ● Differentiating between save, save as, and alternative file types. ● Using print features. ● Designing a worksheet that contains pictures and other graphics. ● Formatting pictures and graphics in a worksheet. ● Creating, inserting, editing, and formatting charts.
3 weeks	<p>Slideshow Software Standard 2.4</p>
4 weeks	<p>Career Exploration Standard 4 Explore careers in business management & administration, Marketing Sales & Service, Finance, Hospitality & Tourism.</p>
3 weeks	<p>Microsoft Office Certifications Standards 2.2, 2.3, 2.4</p>
<p>Available Student Support for Learning: Refer to the teacher's Course Syllabus, Learning Progression Plan and Google Classroom for resources and course</p>	

specific opportunities.

Link to Course Standards on ADE Website:

Check your grade on the Home Access Center for up-to-date information.