GRADE LEVEL/UNIT TITLE: 11-12/Apply Technology to Business Applications   Course Code: 034206   CIP Code: 52.0101

COURSE INTRODUCTION:

A program that prepares individuals to perform the duties of special assistants and personal secretaries for practicing physicians and nurses, health care facilities and services administrators, and other health care professionals. Includes instruction in business and medical communications, medical terminology, principles of health care operations, public relations and interpersonal communications, software application, record-keeping and filing systems, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics. Program may include instruction in medical transcription.

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UNIT DESCRIPTION:	SUGGESTED UNIT TIMELINE: 1.5 MONTHS
Apply technology to business applications using Word, Excel, PowerPoint, Access, and Web Page design using online resources as business tool.	**CLASS PERIOD (min.): 50**

ESSENTIAL QUESTIONS:

1. **What are the critical software application skills needed for success in the 21st century?**
2. **How can the use of technology in business applications increase productivity in school and the workplace?**

ESSENTIAL MEASURABLE LEARNING OBJECTIVES	CCSS LEARNING GOALS (Anchor Standards/Clusters)	CROSSWALK TO STANDARDS				
		GLEs/CLEs	PS	CCSS	NBEA	DOK
1. Analyze and determine appropriate software applications for specific tasks					IT.V.1.1	**4**
2. Apply advanced word processing skills to design workplace documents (e.g., mail merge, envelopes and labels, tables, reports, macros)					COMM.IV.3.8 COMM.IV.2.5	**2**
3. Design and manage databases for workplace applications (e.g., query, filter, sort, merge, generate and format reports)					IT.IX.2.2 IT.IX.2.3 IT.IX.3.3 IT.IX.3.4	**2**
4. Design spreadsheets for workplace applications (e.g., formulas and functions, graphs and charts, links, macros)				F-IF.1	COMM.IV.2,5	**3**
5. Create and edit image, video, and audio files				G-CO.4	COMM.IV.2,10 COMM.IV.2.11 COMM.IV.2.12	**3**
6. Produce multimedia presentations for the workplace (e.g., sound bites, animation, transition, image download or import, video)				SL.11-12.4	IT.VI.1-2.1 IT.VI.1-2.2 IT.VI.1-2.3 IT.VI.3.2 IT.IV.3.3	**4**

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7. Use desktop publishing software for workplace applications						IT.V.3.4 COMM.IV.3.8	**3**
8. Create a Web page for business applications						IT.VIII.3.11	**4**
9. Maintain electronic files and folders (e.g., server, workstation, shared files)						IT.III.1.2	**2**
10. Use input technology for document production (e.g., OCR software, voice and handwriting recognition technology)						IT.IV.2-4.4	**2**
11. Maintain and troubleshoot computer workstation (e.g., install software, scan for viruses, troubleshoot common problems)						IT.II.3.2	**2**
12. Use online resources as a business tool						COMM.IV.2.9	**2**

ASSESSMENT DESCRIPTIONS*: (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc.)

*Attach Unit Summative Assessment, including Scoring Guides/Scoring Keys/Alignment Codes and DOK Levels for all items. Label each assessment according to the unit descriptions above (i.e., Grade Level/Course Title/Course Code, Unit #.)

Obj. #	INSTRUCTIONAL STRATEGIES (research-based): (Teacher Methods)
1, 2, 3, 4, 5, 6, 7, 9, 12	1. **Guided and independent practice using a textbook simulation BE Publishing Skateboards Inc an Integrated Microsoft Office Simulation (see below)**
8	2. **Review FBLA guidelines pertaining to Web Page design competitive event (see below)**
Obj. #	INSTRUCTIONAL ACTIVITIES: (What Students Do)
1, 2, 3, 4, 5, 6,	1. **The students will complete multiple activities through the integrated Microsoft Office simulation textbook Skateboards Inc**

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7, 9, 12	**(see below)**
8	2. **Students will prepare a website per the FBLA Web Page Design competitive event guidelines (see below)**

UNIT RESOURCES: (include internet addresses for linking)

http://www.bepublishing.com/Computer_Applications/Sample%20Pages/Skateboards%20Sample%20Pages.pdf

http://www.fbla-pbl.org/data/files/competitive/2012/2012-13%20fbla%20tab%206a_competitive%20events.pdf

Resources@MCCE - BE DVD ROM 33.1, Can You Hack It? The Attack on Personal Information: Films for the Humanities & Sciences HAMILTON, NJ, FILMS FOR THE HUMANITIES & SCIENCES, 2007. This program shows how crippling database invasions can be launched from almost any computer, grabbing massive chunks of personal information seemingly out of thin air. Several case studies are featured as well as the consequences arising when businesses are not obligated to disclose security breaches. 20 minutes.

Resources@MCCE - BE CD ROM 4, PowerPoint Training XP Course Vol 1: MacAcademy/WindowsAcademy, ORMOND BEACH, FL, MACACADEMY/WINDOWSACADEMY, 2003. PowerPoint Training XP Course Vol 1: Window Anatomy, Create Presentations, Create Slides, Enter Text, Format Text, Help Menu, Drawn Objects, Format Drawn Objects, Autoshape Toolbar, Using Clip Art, Slide Sorter, Printing.

Resources@MCCE - BE CD ROM 6, PowerPoint Training XP Course Vol 3: MacAcademy/WindowsAcademy, ORMOND BEACH, FL, MACACADEMY/WINDOWSACADEMY, 2003. Powerpoint Training XP Course Vol 3: Charts, Create Templates, Advance Text, Diagrams, Combine Presentations, Basic Slide Show, Advance Slide Show, Hyperlinks, Reminders & Options, Linking, Customize Tools, Web Or PPT Show.

Resources@MCCE - BE DVD ROM 50, Total Training For Adobe® GoLive® CS2: Total Training, Inc., CARLSBAD, CA, TOTAL TRAINING, INC., 2005. Hosted by Lynn Grillo, learn how to create basic web pages with Cascading Style Sheets (CSS), image maps, forms and tables, viewing and editing source code, optimizing images for the Web, and all the necessary steps needed to build and post an entire site. Plus, Web design tips and tricks incorporating different scripting languages including DHTML, _JavaScript - as well as 10 do's and don'ts for maximizing viewing in browsers on different platforms. Experience Level: Beginner Through Advanced. Running Time: 7 Hours. Platform: Windows & MAC OS

Resources@MCCE - TE DVD ROM 8, Design-Graphic Design: What's in a Logo?: Films for the Humanities & Sciences, PRINCETON, NJ, FILMS FOR THE HUMANITIES & SCIENCES, 2002. Graphic designers with the consulting firm Navy Blue must produce a new corporate identity for Digital Animations Group, a Scottish company on the cutting edge of 3-D technology. Their task is to create a logo that captures the company?s spirit and works across different formats, such as on paper, signs, windows, and Web pages. This program follows the entire process, from sitting

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down with the client to determine the mission, to brainstorming and pitching proposals, to unveiling the finished product. 15 minutes.