

## Unit 1 : Understanding Business Careers

### Lesson 1.1 : The Culture of Business

#### ☐ Activity 1.1.1 : Study - Business Goals and Standards

(Documents: [Study Sheet](#))

Examine business goals performance standards and trends that enable businesses to be successful.

Duration : 40 min

#### ☐ Activity 1.1.2 : Quiz - Business Goals and Standards

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

#### ☐ Activity 1.1.3 : Study - What Businesspeople Do

(Documents: [Study Sheet](#))

Identify the necessary skills and responsibilities of managers and employees that create effective business environments.

Duration : 40 min

#### ☐ Activity 1.1.4 : Quiz - What Businesspeople Do

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

#### ☐ Activity 1.1.5 : Practice - Analyzing Business Culture

(Documents: [Practice Assignment](#))

Analyze organizational structures and identify ways to build a positive business culture.

Duration : 40 min

Scoring : 30

Points Earned : \_\_\_\_\_

### Lesson 1.2 : Succeeding at Work

#### ☐ Activity 1.2.1 : Study - Positive Workplace Behaviors

(Documents: [Study Sheet](#))

Identify positive workplace behaviors needed for building a successful career.

Duration : 40 min

#### ☐ Activity 1.2.2 : Quiz - Positive Workplace Behaviors

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

#### ☐ Activity 1.2.3 : Study - Ethical Standards

(Documents: [Study Sheet](#))

Describe ways in which businesses can perform duties ethically and legally.

Duration : 40 min

#### ☐ Activity 1.2.4 : Quiz - Ethical Standards

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

#### ☐ Activity 1.2.5 : Practice - Analyzing Business Ethical Dilemmas

(Documents: [Practice Assignment](#))

Discuss ethical dilemmas in workplace scenarios.

Duration : 40 min

Scoring : 30

Points Earned : \_\_\_\_\_

#### ☐ Activity 1.2.6 : Study - Teamwork

(Documents: [Study Sheet](#))

Explain the importance of teamwork in business.

Duration : 40 min

#### ☐ Activity 1.2.7 : Quiz - Teamwork

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

## Lesson 1.3 : Your Business Career

### ☐ Activity 1.3.1 : Study - Assessing Strengths and Goals

(Documents: [Study Sheet](#))

Explain the importance of developing work-content skills and functional skills.

Duration : 40 min

### ☐ Activity 1.3.2 : Quiz - Assessing Strengths and Goals

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

### ☐ Activity 1.3.3 : Study - Job Requirements

(Documents: [Study Sheet](#))

Examine the technical and people skills that are necessary for most jobs today.

Duration : 40 min

### ☐ Activity 1.3.4 : Quiz - Job Requirements

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

### ☐ Activity 1.3.5 : Checkup - Career Self-Assessment

(Documents: [Checkup](#))

Explore personal skills and strengths while completing a career self-assessment.

Duration : 40 min

## Lesson 1.4 : Wrap-Up: Understanding Business Careers

### ☐ Activity 1.4.1 : Review - Understanding Business Careers

Prepare for the unit test by reviewing key concepts and skills.

Duration : 30 min

### ☐ Activity 1.4.2 : Test (CST) - Understanding Business Careers

Take a computer-scored test to assess what you have learned in this unit.

Duration : 40 min

Scoring : 60

Points Earned : \_\_\_\_\_

### ☐ Activity 1.4.3 : Project - Exploring Business Careers

(Documents: [Project](#))

Conduct a job search based on a desired career path.

Duration : 2 hrs 30 min

Scoring : 100

Points Earned : \_\_\_\_\_

## Unit 2 : Communicating Through Letters and Email

### Lesson 2.1 : Setting the Right Tone

#### ☐ Activity 2.1.1 : Study - Standards for Business English

(Documents: [Study Sheet](#))

Identify business communication standards especially for written documents.

Duration : 40 min

#### ☐ Activity 2.1.2 : Quiz - Standards for Business English

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

#### ☐ Activity 2.1.3 : Checkup - Applying Standards to a Business Document

(Documents: [Checkup](#))

Create and edit various types of business documents.

Duration : 40 min

### Lesson 2.2 : Business Letters

☐ **Activity 2.2.1 : Study - Uses of Business Letters**(Documents: [Study Sheet](#))

Identify the purpose and features of personal and professional business letters.

Duration : 40 min

☐ **Activity 2.2.2 : Quiz - Uses of Business Letters**

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

☐ **Activity 2.2.3 : Study - Setting Up a Business Letter**(Documents: [Study Sheet](#))

Examine word processing functions and file categorizations relevant to formatting business letters.

Duration : 40 min

☐ **Activity 2.2.4 : Quiz - Setting Up a Business Letter**

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

☐ **Activity 2.2.5 : Study - Writing Effective Messages**(Documents: [Study Sheet](#))

Identify the steps for producing effective and properly formatted business letters.

Duration : 40 min

☐ **Activity 2.2.6 : Quiz - Business Letters**

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

☐ **Activity 2.2.7 : Practice - Writing a Business Letter**(Documents: [Practice Assignment](#))

Draft a business letter based on a scenario.

Duration : 1 hr

Scoring : 40

Points Earned : \_\_\_\_\_

## Lesson 2.3 : Using Email

☐ **Activity 2.3.1 : Study - Elements of Email Messages**(Documents: [Study Sheet](#))

Identify the purpose and the process of writing business emails.

Duration : 40 min

☐ **Activity 2.3.2 : Quiz - Elements of Email Messages**

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

☐ **Activity 2.3.3 : Study - Sending and Managing Messages**(Documents: [Study Sheet](#))

Explore email software features and the process of sending emails.

Duration : 40 min

☐ **Activity 2.3.4 : Quiz - Sending and Managing Messages**

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

☐ **Activity 2.3.5 : Checkup - Organizing Email**(Documents: [Checkup](#))

Practice using all the steps required to organize a full email inbox.

Duration : 40 min

## Lesson 2.4 : Wrap-Up: Communicating Through Letters and Email

☐ **Activity 2.4.1 : Review - Writing Letters and Email**

Prepare for the unit test by reviewing key concepts and skills.

Duration : 30 min

#### ☐ Activity 2.4.2 : Test (CST) - Writing Letters and Email

Take a computer-scored test to assess what you have learned in this unit.

Duration : 40 min

Scoring : 60

Points Earned : \_\_\_\_\_

#### ☐ Activity 2.4.3 : Project - Communicating with Coworkers

(Documents: Project)

Write email messages in response to a business scenario.

Duration : 2 hrs 30 min

Scoring : 100

Points Earned : \_\_\_\_\_

## Unit 3 : Communicating Through Formal Business Documents

### Lesson 3.1 : Formal Business Documents

#### ☐ Activity 3.1.1 : Study - Using Formal Business Documents

(Documents: Study Sheet)

Identify the purpose of writing formal business documents in business.

Duration : 40 min

#### ☐ Activity 3.1.2 : Quiz - Using Formal Business Documents

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

#### ☐ Activity 3.1.3 : Checkup - Analyzing Formal Business Documents

(Documents: Checkup)

Describe the use of formal documents to achieve business goals.

Duration : 40 min

### Lesson 3.2 : Researching a Formal Business Document

#### ☐ Activity 3.2.1 : Study - Sources of Information

(Documents: Study Sheet)

Identify reliable primary and secondary source material.

Duration : 40 min

#### ☐ Activity 3.2.2 : Quiz - Sources of Information

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

#### ☐ Activity 3.2.3 : Checkup - Analyzing Appropriate Information Sources

(Documents: Checkup)

Analyze the effectiveness of various sources of information.

Duration : 40 min

#### ☐ Activity 3.2.4 : Study - Citing Sources

(Documents: Study Sheet)

Explain how to properly cite sources in formal business documents.

Duration : 40 min

#### ☐ Activity 3.2.5 : Quiz - Citing Sources

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

### Lesson 3.3 : Writing a Formal Business Document

#### ☐ Activity 3.3.1 : Study - Organizing Your Message

(Documents: Study Sheet)

Explore ways to effectively organize the content of formal business documents.

Duration : 40 min

☐ **Activity 3.3.2 : Quiz - Organizing Your Message**

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

☐ **Activity 3.3.3 : Checkup - Outlining a Formal Business Document**

(Documents: [Checkup](#))

Draft and organize a business proposal.

Duration : 40 min

☐ **Activity 3.3.4 : Study - Writing Your Content**

(Documents: [Study Sheet](#))

Identify the process of writing formal business documents using word processing software.

Duration : 40 min

☐ **Activity 3.3.5 : Quiz - Writing Your Content**

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

☐ **Activity 3.3.6 : Study - Formatting Your Formal Business Document**

(Documents: [Study Sheet](#))

Apply the elements of formatting to business documents.

Duration : 40 min

☐ **Activity 3.3.7 : Quiz - Formatting Your Formal Business Document**

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

☐ **Activity 3.3.8 : Practice - Creating Efficiency in Business Documents**

(Documents: [Practice Assignment](#))

Use a template to create and format a formal business document.

Duration : 1 hr

Scoring : 40

Points Earned : \_\_\_\_\_

## Lesson 3.4 : Art and Visual Support

☐ **Activity 3.4.1 : Study - Inserting Graphics and Tables**

(Documents: [Study Sheet](#))

Describe the types and uses of various graphics in business documents.

Duration : 40 min

☐ **Activity 3.4.2 : Quiz - Inserting Graphics and Tables**

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

☐ **Activity 3.4.3 : Practice - Analyzing Visuals in Business Documents**

(Documents: [Practice Assignment](#))

Determine the effectiveness and appropriateness of visuals in business documents.

Duration : 40 min

Scoring : 30

Points Earned : \_\_\_\_\_

## Lesson 3.5 : Wrap-Up: Communicating Through Formal Business Documents

☐ **Activity 3.5.1 : Review - Writing Formal Business Documents**

Prepare for the unit test by reviewing key concepts and skills.

Duration : 30 min

☐ **Activity 3.5.2 : Test (CST) - Writing Formal Business Documents**

Take a computer-scored test to assess what you have learned in this unit.

Duration : 40 min

Scoring : 60

Points Earned : \_\_\_\_\_

☐ **Activity 3.5.3 : Project - Writing Formal Business Documents**(Documents: [Project](#))

Write a proposal to address a business scenario and include outside sources.

Duration : 2 hrs 30 min

Scoring : 100

Points Earned : \_\_\_\_\_

## Unit 4 : Communicating Through Presentations

### Lesson 4.1 : Presentation Software

☐ **Activity 4.1.1 : Study - Elements of a Slide Presentation**(Documents: [Study Sheet](#))

Explain the purpose of a slide presentation and identify its main components.

Duration : 40 min

☐ **Activity 4.1.2 : Quiz - Elements of a Slide Presentation**

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

☐ **Activity 4.1.3 : Study - Effective Use of Slide Presentations**(Documents: [Study Sheet](#))

Explore ways to create an effective slide presentation.

Duration : 40 min

☐ **Activity 4.1.4 : Quiz - Effective Use of Slide Presentations**

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

☐ **Activity 4.1.5 : Checkup - Analyzing Slide Presentations**(Documents: [Checkup](#))

Analyze the components of slide presentations.

Duration : 40 min

### Lesson 4.2 : Creating a Presentation

☐ **Activity 4.2.1 : Study - Slides, Text, and Graphics**(Documents: [Study Sheet](#))

Identify ways to create and edit a slide's text and visuals.

Duration : 40 min

☐ **Activity 4.2.2 : Quiz - Slides, Text, and Graphics**

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

☐ **Activity 4.2.3 : Study - Enhancing the Presentation**(Documents: [Study Sheet](#))

Identify ways to enhance slide presentations using multimedia elements.

Duration : 40 min

☐ **Activity 4.2.4 : Quiz - Enhancing the Presentation**

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

☐ **Activity 4.2.5 : Checkup - Critiquing Slide Presentations**(Documents: [Checkup](#))

Analyze various slides to identify text and image errors.

Duration : 40 min

### Lesson 4.3 : Delivering the Presentation

☐ **Activity 4.3.1 : Study - Oral Presentations**(Documents: [Study Sheet](#))

Describe the steps to prepare for an oral presentation and how to share the presentation files.

Duration : 40 min

#### ☐ Activity 4.3.2 : Quiz - Oral Presentations

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

#### ☐ Activity 4.3.3 : Practice - Evaluating Oral Presentations

(Documents: [Practice Assignment](#))

Analyze the effectiveness of presentations.

Duration : 40 min

Scoring : 30

Points Earned : \_\_\_\_\_

## Lesson 4.4 : Wrap-Up: Communicating Through Presentations

#### ☐ Activity 4.4.1 : Review - Creating Presentations

Prepare for the unit test by reviewing key concepts and skills.

Duration : 30 min

#### ☐ Activity 4.4.2 : Test (CST) - Creating Presentations

Take a computer-scored test to assess what you have learned in this unit.

Duration : 40 min

Scoring : 60

Points Earned : \_\_\_\_\_

#### ☐ Activity 4.4.3 : Project - Creating a Business Presentation

(Documents: [Project](#))

Create and present a slide presentation.

Duration : 2 hrs 30 min

Scoring : 100

Points Earned : \_\_\_\_\_

## Unit 5 : Managing Projects

### Lesson 5.1 : Planning and Organizing Projects

#### ☐ Activity 5.1.1 : Study - All Projects Great and Small

(Documents: [Study Sheet](#))

Identify the phases and requirements of a project.

Duration : 40 min

#### ☐ Activity 5.1.2 : Quiz - All Projects Great and Small

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

#### ☐ Activity 5.1.3 : Practice - Creating a Project Schedule

(Documents: [Practice Assignment](#))

Draft a project plan and analyze a business project scenario.

Duration : 40 min

Scoring : 30

Points Earned : \_\_\_\_\_

#### ☐ Activity 5.1.4 : Study - Leading a Team

(Documents: [Study Sheet](#))

Identify the skills needed to lead a project team.

Duration : 40 min

#### ☐ Activity 5.1.5 : Quiz - Leading a Team

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

### Lesson 5.2 : Managing and Measuring Projects

#### ☐ Activity 5.2.1 : Study - Tools for Project Management

(Documents: [Study Sheet](#))

Identify strategies and tools needed to effectively manage business projects.

Duration : 40 min

### ☐ Activity 5.2.2 : Quiz - Tools for Project Management

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

### ☐ Activity 5.2.3 : Study - Measuring Project Performance

(Documents: [Study Sheet](#))

Describe how to monitor a business project using measurement standards.

Duration : 40 min

### ☐ Activity 5.2.4 : Quiz - Measuring Project Performance

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

### ☐ Activity 5.2.5 : Practice - Recommending Time Management Strategies

(Documents: [Practice Assignment](#))

Identify project management tools to use to reduce problems in potential projects.

Duration : 40 min

Scoring : 30

Points Earned : \_\_\_\_\_

## Lesson 5.3 : Monitoring Project Information

### ☐ Activity 5.3.1 : Study - Sharing Information and File Security

(Documents: [Study Sheet](#))

Evaluate means of storing and sharing information in a business setting.

Duration : 40 min

### ☐ Activity 5.3.2 : Quiz - Sharing Information and File Security

Take a quiz to assess your understanding of the material.

Duration : 20 min

Scoring : 30

Points Earned : \_\_\_\_\_

### ☐ Activity 5.3.3 : Checkup - Securing Project Information

(Documents: [Checkup](#))

Examine the various methods of information protection used in a business setting.

Duration : 40 min

## Lesson 5.4 : Wrap-Up: Managing Projects

### ☐ Activity 5.4.1 : Review - Managing Projects

Prepare for the unit test by reviewing key concepts and skills.

Duration : 30 min

### ☐ Activity 5.4.2 : Test (CST) - Managing Projects

Take a computer-scored test to assess what you have learned in this unit.

Duration : 40 min

Scoring : 60

Points Earned : \_\_\_\_\_

### ☐ Activity 5.4.3 : Project - Evaluating Project Teamwork

(Documents: [Project](#))

Evaluate the effectiveness of a fictional team that has completed a project.

Duration : 2 hrs 30 min

Scoring : 100

Points Earned : \_\_\_\_\_

## Unit 6 : Business Applications Wrap-Up

### Lesson 6.1 : Business Applications Wrap-Up

#### ☐ Activity 6.1.1 : Review - Business Applications Wrap-Up

Prepare for the end-of-course exam by reviewing key concepts and skills.

Duration : 45 min

#### ☐ Activity 6.1.2 : Exam - Business Applications Wrap-Up

Take a computer-scored exam to assess what you have learned in previous units.

Duration : 1 hr

Scoring : 120

Points Earned : \_\_\_\_\_



