

Business Operations 1 & 2
Scope & Sequence: Year 1

Semester 1		Semester 2	
Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p>Technical Standards: 1.0, 4.0, 6.0, 7.0 Professional Standards: 1.0</p> <p><u>UNIT 1</u></p> <p>Basic Computer Skills</p> <ul style="list-style-type: none"> • Configure email client. • Create, format, organize, manage messages. • Demonstrate proficiency keyboard functions/skills minimum 40 wpm. • Use computer skills to manage electronic files. <p>Standards: 1.0, 2.0 Professional Standards: 1.0</p> <p><u>Unit 2</u></p> <p>Introduction to Word Processing</p> <ul style="list-style-type: none"> • Create and manage documents. • Format text, paragraphs, and sections. • Create tables and lists. • Create-references, e.g., footnotes, endnotes, bibliography, citation, table of contents, figure, table captions. • Insert and format graphic elements. 	<p>Technical Standards: 2.0 Professional Standards: 3.0</p> <p><u>Unit 3</u></p> <p>Introduction to Presentations</p> <ul style="list-style-type: none"> • Create/manage presentations. • Insert/format text, shapes, images. • Insert tables, charts, graphics, and media. • Apply transitions, animations, and timing. • Manage multiple presentations. • Use outline presentation technologies, PPT, slides, i.e., Prezi, Adobe Slate. 	<p>Technical Standards: 3.0 Professional Standards: 1.0</p> <p><u>UNIT 4</u></p> <p>Introduction to Spreadsheets</p> <ul style="list-style-type: none"> • Create/manage worksheets, workbooks, e.g., print area/ scaling. • Manage data cells and ranges. • Create tables. • Perform operations with formulas/functions. • Create charts and objects. 	<p>Technical Standards: 6.0, 7.0, 8.0, 12.0, 13.0 Professional Standards: 6.0, 8.0</p> <p><u>UNIT 5</u></p> <p>Navigating the Internet</p> <ul style="list-style-type: none"> • Characterize Universal Resource Locators and associated protocols e.g., .com, .org, .edu, .gov, .net, .mil. • Demonstrate proficiency using search engines, applying operators/filters. • Compare/contrast various methods of online storage and transfer of files. • Explore ethical issues: copyright infringements, downloading, sharing, license, laws. • Respects workplace generational differences in use of technology. • Selects technological-non-technological methods/tools to communicate across generations. <p>Technical Standards: 6, 7, 8, 10 Professional Standards: 1, 3, 4,</p> <p><u>UNIT 6</u></p> <p>Office Procedures & Skills</p> <ul style="list-style-type: none"> • Prepare physical mailing: labels, handwritten, postcards • Create filing system to preserve, retrieve records • File, archive, destroy materials using regulatory policy to manage records.

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			<ul style="list-style-type: none"> • Choose document priorities to interpret file hierarchy. • Prepare, assemble materials, documentation for meetings. • Record-deliver accurate messages to appropriate parties. • Use professional telephone etiquette, screening techniques: placing-receiving calls. <p>Standards: 6.0 Professional Standards: 2.0, 4.0, 5.0, 6.0</p> <p><u>Unit 7</u></p> <p>Career Explorations</p> <ul style="list-style-type: none"> • Explore career: business assistant, virtual, receptionist, office manager, clerk, administrative assistant.