

CHINO VALLEY UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL GUIDE

Business Skills 2

Course Number	5819
Department	Business
Length of Course	One (1) Semester
Grade Level	10 -12
Credit	5 units/semester/Practical Arts or Elective Credit
Prerequisite	Business Skills1, Keyboarding/Document Processing, Computer Applications, and/or teacher approval
Board approved	June 5, 2003

Description of Course - This course is designed to strengthen business skills and knowledge in the areas of document preparation, reference/resource materials, business math, business English, simulated office jobs, career opportunities, legal/medical terminology and documents, time management, and organizational skills. Students will understand computer science and information technology concepts necessary to function in a rapidly changing technological global society. They will demonstrate competency by performing multiple tasks required to develop and use appropriate resources to access, modify, and provide information effectively.

This curriculum is aligned to standards developed by the Business Education Resource Consortium.

Rationale for Course - This course continues to build on the business office skills introduced in Business Skills 1, and will strengthen students' entry-level employment skills and provide a basis for further business education.

Standard 1 - Document Preparation

- 1.1 Objective: Students will prepare diverse documents from a variety of sources.
 - 1.1.1 Performance Indicator: Students will prepare, in final copy format, a variety of documents such as letters, reports, memos, envelopes, tables, enumerations, agendas, legal and medical documents, etc.
 - 1.1.2 Performance Indicator: Students will prepare documents that may include any of the following variations: two page letters with headers, multi-page reports with headers and/or footers, medical and legal formats, business letter composition, columnar material, folders, brochures, utilizing appropriate resources (e.g., word processing and desktop publishing software, etc.).

- 1.1.3 Performance Indicator: The input for documents printed out in final copy format may include rough drafts, documents with errors in English, cassette recordings, professional periodicals, composition, etc.
- 1.1.4 Performance Indicator: Students will use a variety of keyboard and mouse commands for various computer functions such as bold, italics, underline, font choices, cut, copy, paste, non-breaking space (a.k.a. hard space, sticky space, required space), subscript, superscript, change case, etc.

Standard 2 - Reference and Resource Material

- 2.1 Objective: Students will access a variety of resources.
 - 2.1.1 Performance Indicator: The Internet will be used as a reference source by the student.
 - 2.1.2 Performance Indicator: Students will use and interpret office reference guides, professional publications, dictionaries, a thesaurus, classroom posters, etc.

Standard 3 - Business Math

- 3.1 Objective: Students will become more familiar with the ten-key calculator and a ten-key touch pad on the keyboard to solve a variety of business problems.
 - 3.1.1 Performance Indicator: Students will solve word problems relating to invoice, etc.
 - 3.1.2 Performance Indicator: Students will complete business forms which necessitate the use of mathematics, for example, purchase orders, invoices, sales slips, business expense log, percentage, etc.

Standard 4 - Business English

- 4.1 Objective: Students will endeavor to recognize business vocabulary, correct spelling, punctuation, word choice, grammar, etc., in business communications.
 - 4.1.1 Performance Indicator: Students will build business vocabulary by listening, reading, producing documents, word lists, etc.
 - 4.1.2 Performance Indicator: Students will recognize common business abbreviations - e.g., mtg = meeting, w/ = with, qty = quantity, attn = attention.

- 4.1.3 Performance Indicator: Students will practice using correct punctuation, spelling, word choice, grammar, etc.

Standard 5 - Simulated Office Job

- 5.1 Objective: Students will complete “real” jobs via simulated office practice sets or by jobs provided by the teacher.
 - 5.1.1 Performance Indicator: Students will complete many facets of an office job/work flow. For example, the student may use office letterhead, interoffice mail envelopes, follow-up procedures, filing systems, organizations, etc.
 - 5.1.2 Performance Indicator: Students will simulate working for a “boss” or “supervisor”.

Standard 6 - Legal and Medical Terminology Within Documents

- 6.1 Objective: Students will be experienced with a variety of medical and legal formats with medical legal terminology.
 - 6.1.1 Performance Indicator: Students will read medical and legal terminology.
 - 6.1.2 Performance Indicator: Students will prepare medical and legal documents.
 - 6.1.3 Performance Indicator: Guest speakers from the medical or legal field may visit the classroom in regard to career opportunities and further education, or students will make contact via Career Days, etc.

Standard 7 - Career Opportunities

- 7.1 Objective: Students will become familiar with a variety of career opportunities.
 - 7.1.1 Performance Indicator: Students will prepare their own “letter-perfect” resume, in addition to simulated cover and thank you letters and interviews.
 - 7.1.2 Performance Indicator: Students will prepare reports, using career/college magazines, the Internet, and other resources.
 - 7.1.3 Performance Indicator: Guest speakers and/or Career Day and/or the Career Center will provide the students with knowledge regarding various careers.

Standard 8 - Time Management and Organizational Skills

- 8.1 Objective: Students will develop the skills to maintain an orderly “flow of production”.
 - 8.1.1 Performance Indicator: Students will maintain a semester-long notebook, folder, and/or portfolio.
 - 8.1.2 Performance Indicator: Students will hand in assignments based on a time line.
 - 8.1.3 Performance Indicator: Students will organize their work, as appropriate - e.g. filed correctly, sorted correctly, numbered, etc.
 - 8.1.4 Performance Indicator: Students will work together and individually in order to achieve cohesive business office work flow and production.

Appendix I

Textbooks:	<u>The Office Procedure and Technology</u>
Software:	Current state of the art software (for example, MS Word)
Publisher:	South-Western Publishing Company
Copyright Date:	Current edition