

# **APPLIED BUSINESS TECHNOLOGY I & II SECTION**

**PURPOSE:** Students will experience a simulated on-the-job experience in the classroom. Students will apply computer and problem-solving skills while completing business applications in word processing, spreadsheets, databases, desktop publishing, and presentation graphics. The in-house training will be on live, production work obtained from the community: e.g., business, volunteer agencies, religious organizations, community clubs and organizations, and/or civic organizations.

## **HIGH ACHIEVEMENT UNIT OUTCOMES:**

**Outcome I:** Students will demonstrate efficient production skills

### **Components:**

1. Determine the appropriate computer program(s) needed to complete the task most effectively
2. Scan photographs and manipulate images
3. Import and export files
4. Establish and maintain document storage and retrieval system
5. Manipulate and enhance images using appropriate software
6. Demonstrate basic image correction techniques and photo retouching
7. Scan images and save in appropriate file formats
8. Create weekly and monthly calendars
9. Use e-mail to communicate
10. Create Powerpoint Presentations
11. Create Newsletters
12. Create Sports, Musical, and other community programs
13. Mass Mailings using Mail Merge
14. Create Mailing Labels
15. Design forms
16. Design brochures
17. Prepare inventory templates
18. Design and create database
19. Install software and hardware
20. Software training to individuals or groups

**Outcome II:** Students will demonstrate good communication skills

**Components:**

1. Apply communication skills (oral, written and electronic) and information processing concepts necessary to gather, analyze, and present data.
2. Read and comprehend written communication and information
3. Use correct grammar
4. Speak effectively with others
5. Use job-related terminology
6. Listen attentively
7. Follow written and oral directions
8. Ask questions
9. Locate information in order to accomplish task

**Outcome III:** Students demonstrate decision making/problem solving skills

**Components:**

1. Utilize problem solving skills
2. Implement an action plan

**Outcome IV:** Students will demonstrate career development skills

**Components:**

1. Identify rules, regulations, and policies
2. Apply rules, regulations, and policies
3. Exhibit dependability
4. Exhibit punctuality
5. Exhibit honesty
6. Demonstrate initiative
7. Practice time management
8. Demonstrate proper business and computer ethics
9. Respond positively to criticism
10. Demonstrate respect for others
11. Demonstrate support for others
12. Accept and comply with directions
13. Perform as a team member