Introduction to Business and Technology provides the foundational knowledge and skills students need for careers in business and technology. Throughout the course, students gain a knowledge of business principles and communication skills, an understanding of the impact of financial and marketing decisions, and proficiency in the technologies required by business. Students also learn the essentials of working in a business environment, managing a business, and owning a business.

This course allows students to explore careers in business and information technology while learning skills applicable to any professional setting. Through a variety of hands-on activities, students engage with word processing, presentation, and spreadsheet software and explore operating systems, networking, and the internet. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for the workplace. In addition, students evaluate the qualifications required for specific careers so they can identify opportunities of interest to them.

Introduction to Business and Technology is a full-year introductory Career and Technical Education course applicable to programs of study in the business management and administration and the information technology career clusters, as well as other career clusters. This course is built to state and national standards. Students who successfully complete the course will be prepared to pursue certifications such as Microsoft® Office Specialist certifications in Microsoft Word, Microsoft Excel, and Microsoft Access, as well as IC3 certification.

This updated course was originally created for Apex Courses and is now available in Courseware.

Length: Two Semesters

Unit 1: Understanding Business Careers

Unit 2: Communicating Through Letters and Emails

Unit 3: Communicating Through Formal Business Documents

Unit 4: Communicating Through Presentations

Unit 5: Introduction to Business and Technology Semester 1 Wrap-Up

Unit 6: Finance, Spreadsheets, and Databases

Unit 7: Business Marketing

Unit 8: Information Technology, Systems, and Networking

Unit 9: Exploring the Web

Unit 10: Introduction to Business and Technology Semester 2 Wrap-Up

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