Business Applications prepares students to succeed in the workplace. Students begin by establishing an awareness of the roles essential to an organization's success, and then work to develop an understanding of professional communications and leadership skills. In doing so, students gain proficiency with word processing, email, and presentation management software.

This course allows students to explore careers in business while learning skills applicable to any professional setting. Through a series of hands-on activities, students will create, analyze, and critique reports, letters, project plans, presentations, and other professional communications. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities that are of interest to them.

Business Applications is an introductory level Career and Technical Education course applicable to programs of study in business, management, and administration; information technology; and other career clusters. This course is built to state and national standards. Students who successfully complete the course can go on to obtain the Microsoft® Office Specialist: Microsoft® Office Word certification.*

*Microsoft is a registered trademark of Microsoft Corporation in the United States and/or other countries.

Length: One semester

UNIT 1: UNDERSTANDING BUSINESS CAREERS

- Lesson 1: The Culture of Business
- Lesson 2: Succeeding at Work
- Lesson 3: Your Business Career
- Lesson 4: Wrap-Up: Understanding Business Careers

UNIT 2: COMMUNICATING THROUGH LETTERS AND EMAIL

- Lesson 1: Setting the Right Tone
- Lesson 2: Business Letters
- Lesson 3: Using Email
- Lesson 4: Wrap-Up: Communicating Through Letters and Email

UNIT 3: COMMUNICATING THROUGH FORMAL BUSINESS DOCUMENTS

- Lesson 1: Formal Business Documents
- Lesson 2: Researching a Formal Business Document
- Lesson 3: Writing a Formal Business Document
- Lesson 4: Art and Visual Support
- Lesson 5: Wrap-Up: Communicating Through Formal Business Documents

UNIT 4: COMMUNICATING THROUGH PRESENTATIONS

- Lesson 1: Presentation Software
- Lesson 2: Creating a Presentation
- Lesson 3: Delivering the Presentation
- Lesson 4: Wrap-Up: Communicating Through Presentations

UNIT 5: MANAGING PROJECTS

- Lesson 1: Planning and Organizing Projects
- Lesson 2: Managing and Measuring Projects