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 will 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 will 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 work. In addition, students will 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 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.

Length: Two Semesters

UNIT 1: UNDERSTANDING BUSINESS CAREERS

LESSON 1: THE CULTURE OF BUSINESS

Study: Business Goals and Standards
Examine business goals, performance standards, and trends that enable businesses to be successful.
Duration: 0 hrs 40 mins Scoring: 0 points
Quiz: Business Goals and Standards
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: What Businesspeople Do
Identify the necessary skills and responsibilities of managers and employees that create effective business environments.
Duration: 0 hrs 40 mins Scoring: 0 points
Quiz: What Businesspeople Do
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Analyzing Business Culture
Analyze organizational structures and identify ways to build a positive business culture.
Duration: 0 hrs 40 mins Scoring: 30 points

LESSON 2: SUCCEEDING AT WORK

Study: Positive Workplace Behaviors
Identify positive workplace behaviors needed for building a successful career.
Duration: 0 hrs 40 mins Scoring: 0 points
Quiz: Positive Workplace Behaviors
Take a quiz to assess your understanding of the material.
LEsson 3: Business Law and Ethics

Study: Law and Ethics in Business and Marketing
Explain the role of law and ethics in business and marketing.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Law and Ethics in Business and Marketing
Take a short quiz on what you've just learned.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Legal and Ethical Issues
Analyze legal and ethical issues in various workplace scenarios.
Duration: 0 hrs 40 mins Scoring: 0 points

Study: Workplace Safety
Explain how law and ethics can help guide workplace safety.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Workplace Safety
Take a short quiz on what you've just learned.
Duration: 0 hrs 20 mins Scoring: 30 points

Lesson 4: Business Insurance

Study: Types of Business Insurance
Explain the different types of business insurance.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Types of Business Insurance
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Explore Insurance Careers
Explore career options in the insurance field.
Duration: 0 hrs 40 mins Scoring: 30 points

Lesson 5: Wrap-Up: Understanding Business Careers

Review: Understanding Business Careers
Prepare for the unit test by reviewing key concepts and skills.
UNIT 2: COMMUNICATING THROUGH LETTERS AND EMAILS

LESSON 1: SETTING THE RIGHT TONE

Study: Standards for Business English
Identify business communication standards, especially for written documents.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Standards for Business English
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Applying Standards to a Business Document
Create and edit various types of business documents.
Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 2: BUSINESS LETTERS

Study: Uses of Business Letters
Identify the purpose and features of personal and professional business letters.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Uses of Business Letters
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Setting Up a Business Letter
Examine word processing functions and file categorizations relevant to formatting business letters.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Setting Up a Business Letter
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Writing Effective Messages
Identify the steps for producing effective and properly formatted business letters.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Business Letters
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Writing a Business Letter
Draft a business letter based on a scenario.
Duration: 1 hr Scoring: 40 points

LESSON 3: USING EMAIL

Study: Elements of Email Messages
Identify the purpose and the process of writing business emails.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Elements of Email Messages
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

**Study: Sending and Managing Messages**
Explore email software features and the process of sending emails.
Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Sending and Managing Messages**
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

**Checkup: Organizing Email**
Practice using all the steps required to organize a full email inbox.
Duration: 0 hrs 40 mins Scoring: 0 points

**LESSON 4: WRAP-UP: COMMUNICATING THROUGH LETTERS AND EMAILS**

**Review: Writing Letters and Emails**
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

**Test (CS): Writing Letters and Emails**
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

**Project: Communicating with Coworkers**
Write email messages in response to a business scenario.
Duration: 2 hrs 30 mins Scoring: 100 points

**UNIT 3: COMMUNICATING THROUGH FORMAL BUSINESS DOCUMENTS**

**LESSON 1: FORMAL BUSINESS DOCUMENTS**

**Study: Using Formal Business Documents**
Identify the purpose of writing formal business documents in business.
Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Using Formal Business Documents**
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

**Checkup: Analyzing Formal Business Documents**
Describe the use of formal documents to achieve business goals.
Duration: 0 hrs 40 mins Scoring: 0 points

**LESSON 2: RESEARCHING A FORMAL BUSINESS DOCUMENT**

**Study: Sources of Information**
Identify reliable primary and secondary source material.
Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Sources of Information**
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

**Checkup: Analyzing Appropriate Information Sources**
Analyze the effectiveness of various sources of information.
Duration: 0 hrs 40 mins Scoring: 0 points

**Study: Citing Sources**
Explain how to properly cite sources in formal business documents.
Duration: 0 hrs 40 mins Scoring: 0 points
Quiz: Citing Sources
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

LESSON 3: WRITING A FORMAL BUSINESS DOCUMENT

Study: Organizing Your Message
Explore ways to effectively organize the content of formal business documents.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Organizing Your Message
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Outlining a Formal Business Document
Draft and organize a business proposal.
Duration: 0 hrs 40 mins Scoring: 0 points

Study: Writing Your Content
Identify the process of writing formal business documents using word processing software.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Writing Your Content
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Formatting Your Formal Business Document
Apply the elements of formatting to business documents.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Formatting Your Formal Business Document
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Creating Efficiency in Business Documents
Use a template to create and format a formal business document.
Duration: 1 hr Scoring: 40 points

LESSON 4: ART AND VISUAL SUPPORT

Study: Inserting Graphics and Tables
Describe the types and uses of various graphics in business documents.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Inserting Graphics and Tables
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Analyzing Visuals in Business Documents
Determine the effectiveness and appropriateness of visuals in business documents.
Duration: 0 hrs 40 mins Scoring: 30 points

LESSON 5: PLANNING AND ORGANIZING PROJECTS

Study: All Projects Great and Small
Identify the phases and requirements of a project.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: All Projects Great and Small
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points
Practice: Creating a Project Schedule
Draft a project plan and analyze a business project scenario.
Duration: 0 hrs 40 mins Scoring: 30 points

Study: Leading a Team
Identify the skills needed to lead a project team.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Leading a Team
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Project: Evaluating Project Teamwork
Evaluate the effectiveness of a fictional team that has completed a project.
Duration: 2 hrs 30 mins Scoring: 100 points

LESSON 6: WRAP-UP: COMMUNICATING THROUGH FORMAL BUSINESS DOCUMENTS

Review: Writing Formal Business Documents
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Writing Formal Business Documents
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Writing Formal Business Documents
Write a proposal to address a business scenario and include outside sources.
Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 4: COMMUNICATING THROUGH PRESENTATIONS

LESSON 1: PRESENTATION SOFTWARE

Study: Elements of a Slide Presentation
Explain the purpose of a slide presentation and identify its main components.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Elements of a Slide Presentation
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Effective Use of Slide Presentations
Explore ways to create an effective slide presentation.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Effective Use of Slide Presentations
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Slide Presentations
Analyze the components of slide presentations.
Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 2: CREATING A PRESENTATION

Study: Slides, Text, and Graphics
Identify ways to create and edit a slide's text and visuals.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Slides, Text, and Graphics
Take a quiz to assess your understanding of the material.
LESSON 3: DELIVERING THE PRESENTATION

Study: Oral Presentations
Describe the steps to prepare for an oral presentation and how to share the presentation files.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Oral Presentations
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 0 points

Practice: Evaluating Oral Presentations
Analyze the effectiveness of presentations.
Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 4: WRAP-UP: COMMUNICATING THROUGH PRESENTATIONS

Review: Creating Presentations
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Creating Presentations
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Creating a Business Presentation
Create and present a slide presentation.
Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 5: INTRODUCTION TO BUSINESS AND TECHNOLOGY SEMESTER 1 WRAP-UP

LESSON 1: INTRODUCTION TO BUSINESS AND TECHNOLOGY SEMESTER 1 WRAP-UP

Review: Introduction to Business and Technology Semester One Wrap-Up
Prepare for the end-of-course exam by reviewing key concepts and skills.
Duration: 0 hrs 45 mins Scoring: 0 points

Exam: Introduction to Business and Technology Semester One Wrap-Up
Take a computer-scored exam to assess what you have learned in previous units.
Duration: 1 hr Scoring: 120 points

UNIT 6: FINANCE, SPREADSHEETS, AND DATABASES

LESSON 1: SPREADSHEETS

Study: Spreadsheet Basics
Describe the components and features of spreadsheets.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Spreadsheet Basics
Take a quiz to assess your understanding of the material.
Lesson 1: Spreadsheets

Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Using Spreadsheets
Use a spreadsheet to perform mathematical processes.
Duration: 0 hrs 40 mins Scoring: 0 points

Study: Using Spreadsheets in Business
Explain the processes for using spreadsheet software in a business setting.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Using Spreadsheets in Business
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Solving Business Problems with Spreadsheets
Use a spreadsheet to perform business-related tasks.
Duration: 0 hrs 40 mins Scoring: 40 points

Study: Financial Tools
Describe various financial tools used in business.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Financial Tools
Take a short quiz on what you've just learned.
Duration: 0 hrs 20 mins Scoring: 30 points

Lesson 2: Databases

Study: Database Basics
Describe the components and features of database software.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Database Basics
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Using Databases to Solve Business Problems
Explain the processes for using database software in a business setting.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Using Databases to Solve Business Problems
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Using Databases
Use a database to find and organize information.
Duration: 0 hrs 40 mins Scoring: 0 points

Lesson 3: Finance

Study: Checking and Savings
Learn about different types of personal bank accounts and the advantages and disadvantages of each type.
Duration: 0 hrs 40 mins

Study: Making a Budget
Learn about the use of a budget in making personal economic decisions and planning for the future.
Duration: 0 hrs 40 mins

Checkup: Figuring Out Your Expenses
Develop a budget that would enable you to live on your own.
Duration: 0 hrs 40 mins Scoring: 0 points
Quiz: Planning Ahead
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: You Get the Credit
Learn about credit cards, including the role of credit history, differences between credit cards and other loans, and how credit cards differ from other forms of credit.
Duration: 0 hrs 40 mins

Quiz: Give Me Some Credit
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

LESSON 4: FINANCE, SPREADSHEETS AND DATABASES WRAP-UP

Review: Finance, Spreadsheets and Databases
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Finance, Spreadsheets and Databases
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Creating a Spreadsheet and Database
Use a spreadsheet and database to complete a business process.
Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 7: BUSINESS MARKETING

LESSON 1: MARKETING IN BUSINESS ORGANIZATIONS

Study: Types of Businesses
Describe different types of businesses and how they use marketing.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Types of Businesses
Take a short quiz on what you've just learned.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Marketing, Technology, and the Changing Environment
Learn about marketing, technology, and the changing environment.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Marketing, Technology, and the Changing Environment
Take a short quiz on what you've just learned.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Researching Marketing Careers
Research marketing careers and requirements.
Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 2: CREATING CUSTOMER LOYALTY

Study: Marketing Research
Describe the factors taken into consideration during marketing research.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Marketing Research
Take a short quiz on what you've just learned.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Strategic Planning
Describe ways businesses strategically plan for reaching customers.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Strategic Planning
Take a short quiz on what you've just learned.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Analyzing Marketing Research
Analyze marketing research decisions in various business scenarios.
Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 3: PROMOTIONAL PLANNING

Study: Promotion Basics
Explain promotion in marketing.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Promotion Basics
Take a short quiz on what you've just learned.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Promotion
Analyze the role of promotion in various business scenarios.
Duration: 0 hrs 40 mins Scoring: 0 points

Study: Promotional Strategies
Describe promotional strategies used in marketing.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Promotional Strategies
Take a short quiz on what you've just learned.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Sales Promotion
Describe different types of sales promotion.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Sales Promotion
Take a short quiz on what you've just learned.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Sales Promotion
Differentiate different types of sales promotion.
Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 4: BUSINESS MARKETING WRAP-UP

Review: Business Marketing
Review the material from this unit.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Business Marketing
Take a test on the material from this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Future Business Leaders of America
Examine the opportunities and impact of Future Business Leaders of America.
Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 8: INFORMATION TECHNOLOGY, SYSTEMS, AND NETWORKING

LESSON 1: EXPLORING INFORMATION TECHNOLOGY
Study: You and the World of Information Technology
Examine information technology and its impact on business and society.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: What Can Information Technology Do for You?
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Emerging Technologies
Explore how emerging technologies impact business and society.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Emerging Technologies
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Comparing Emerging Technologies
Compare and contrast various emerging technologies, including their impact on society and how they are evaluated.
Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 2: INFORMATION SYSTEMS

Study: Information Systems and Business Planning
Identify the purpose of information systems in business planning.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Information Systems and Business Planning
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Information Systems and Business Operations
Identify the purpose of information systems in business strategies and operations.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Information Systems and Business Operations
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Using Information Systems
Use information systems for business planning, strategies, and operations.
Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 3: NETWORKING

Study: Network Basics
Explore the purpose and components of networks in the business environment.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Network Basics
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Networks
Identify features and components of networks.
Duration: 0 hrs 40 mins Scoring: 0 points

Study: Network Troubleshooting
Identify network troubleshooting strategies.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Network Troubleshooting
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Troubleshooting
Apply network troubleshooting strategies.
Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 4: YOUR IT CAREER

Study: Career Portfolio
Explain how to create a career portfolio.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Career Portfolio
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Creating a Career Portfolio
Create an electronic career portfolio.
Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 5: INFORMATION TECHNOLOGY, SYSTEMS, AND NETWORKING WRAP-UP

Review: Information Technology, Systems, and Networking
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Information Technology, Systems, and Networking
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Analyzing Information Systems and Networks
Analyze the use of information systems and networks in a business scenario.
Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 9: EXPLORING THE WEB

LESSON 1: USING THE INTERNET

Study: The Internet
Explore the history of the Internet.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: The Internet
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Navigating the Internet
Use the Internet to complete tasks.
Duration: 0 hrs 40 mins Scoring: 0 points

Study: Internet Search Strategies
Identify effective Internet search strategies.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Internet Search Strategies
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Using Internet Search Strategies
Apply effective Internet search strategies.
Duration: 0 hrs 40 mins Scoring: 40 points
LESSON 2: INTERNET SECURITY, LAWS, AND ETHICS

Study: Internet Security and Law
Explore Internet security, legal, and ethical issues.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Internet Security and Law
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Ethical Internet Use
Identify issues of copyright and intellectual property as they relate to ethical Internet use.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Ethical Internet Use
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Exploring Internet Law and Ethics
Analyze legal and ethical issues of using the Internet.
Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 3: WEB PAGE DESIGN

Study: Web Page Basics
Identify the components of a web page.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Web Page Basics
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Understanding HTML
Explain how to use HTML to create web pages.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Understanding HTML
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Using HTML
Use HTML to create a web page.
Duration: 0 hrs 40 mins Scoring: 0 points

Study: Enhancing Web Pages
Explore ways to enhance web page design.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Enhancing Web Pages
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

LESSON 4: EXPLORING THE WEB WRAP-UP

Review: Exploring the Web
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Exploring the Web
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points
**Project: Creating a Website**
Create web pages to produce an effective website.
Duration: 2 hrs 30 mins  Scoring: 100 points

**UNIT 10: INTRODUCTION TO BUSINESS AND TECHNOLOGY SEMESTER 2 WRAP-UP**

**LESSON 1: INTRODUCTION TO BUSINESS AND TECHNOLOGY SEMESTER 2 WRAP-UP**

**Review: Introduction to Business and Technology Semester 2 Wrap-Up**
Prepare for the end-of-course exam by reviewing key concepts and skills.
Duration: 0 hrs  45 mins  Scoring: 0 points

**Exam: Introduction to Business and Technology Semester 2 Wrap-Up**
Take a computer-scored exam to assess what you have learned in previous units.
Duration: 1 hr  Scoring: 120 points