



# ENLIGHTIUM ACADEMY

Ignitia™ Career and Technical Education  
Electives

Technology and Business

Enlightium Academy invites you to open the door to career and college readiness with Career and Technical Education (CTE) courses from Alpha Omega Publications - Ignitia™.

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Should you have any questions about the curriculum, please contact [support@enlightiumacademy.com](mailto:support@enlightiumacademy.com) or call Enlightium Academy Customer Support at (866) 488-4818 ext. 2017.

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## TECHNOLOGY AND BUSINESS

### COURSE OVERVIEW

Technology and Business is a year-long, high school elective that teaches students technical skills, effective communication skills, and productive work habits needed to make a successful transition into the workplace or postsecondary education. In this course, students gain an understanding of emerging technologies, operating systems, and computer networks. In addition, they create a variety of business documents, including complex word-processing documents, spreadsheets with charts and graphs, database files, and electronic presentations.

This course provides key knowledge and skills in the following areas:

1. Emerging Technologies
2. Operating Systems
3. Word Processing
4. Spreadsheets
5. Databases
6. Communication Skills
7. Telecommunications
8. Electronic Presentations
9. Computer Networks
10. Project Management

By the end of the course, the student should be able to do the following:

- Select the appropriate technology to address business needs.
- Describe and compare types of operating systems.
- Use the computer's operating system to execute work responsibilities.
- Identify the purpose and style of various business documents.
- Create complex word-processing documents with columns, bulleted lists, tables, and graphs.
- Improve speed and accuracy of keyboarding.
- Use spreadsheets to calculate, graph, solve business problems, and make predictions.
- Perform data-management procedures using database technology.
- Demonstrate communication skills for obtaining and conveying information.
- Send and receive information using electronic mail, following appropriate guidelines.
- Describe and identify components of the telecommunications industry.
- Create and deliver an effective presentation following presentation guidelines.
- Describe the components required to establish a network.
- Identify the information management requirements and business needs of an organization.
- Use project-management tools and processes to manage a business project successfully.

<b>TECHNOLOGY AND BUSINESS</b>	
<b>UNIT 1: BUSINESS TECHNOLOGY</b>	
<b>Assignment Titles</b>	
1. Course Overview	10. Project: Defining Technical Terms
2. Hardware versus Software	11. Quiz 2: Business Solutions
3. Current Business Technology	12. Alternate Quiz 2—Form A: Business Solutions
4. Equipment Maintenance	13. Alternate Quiz 2—Form B: Business Solutions
5. Quiz 1: Overview of Business Technology	14. Report: Technology in Business
6. Alternate Quiz 1—Form A: Overview of Business Technology	15. Special Project
7. Alternate Quiz 1—Form B: Overview of Business Technology	16. Review
8. Business Solutions Case Studies	17. Test
9. Emerging Technology	18. Alternate Test—Form A
	19. Alternate Test—Form B
	20. Glossary and Credits

**TECHNOLOGY AND BUSINESS  
UNIT 2: COMPUTER OPERATING SYSTEMS**

**Assignment Titles**

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|--|---|
| 1. What Is an Operating System?                                  | 12. Getting Started—Exploring the Desktop               |
| 2. Utilities   | 13. Using the Interface                                 |
| 3. Quiz 1: An Introduction to Operating Systems                  | 14. File Management                                     |
| 4. Alternate Quiz 1—Form A: An Introduction to Operating Systems | 15. Quiz 3: Using the Operating System                  |
| 5. Alternate Quiz 1—Form B: An Introduction to Operating Systems | 16. Alternate Quiz 3—Form A: Using the Operating System |
| 6. Mac   | 17. Alternate Quiz 3—Form B: Using the Operating System |
| 7. Windows   | 18. Project: Customize Your Desktop                     |
| 8. Linux   | 19. Special Project                                     |
| 9. Quiz 2: Types of Operating Systems                            | 20. Review  |
| 10. Alternate Quiz 2—Form A: Types of Operating Systems          | 21. Test  |
| 11. Alternate Quiz 2—Form B: Types of Operating Systems          | 22. Alternate Test—Form A                               |
|  | 23. Alternate Test—Form B                               |
|  | 24. Glossary and Credits                                |

**TECHNOLOGY AND BUSINESS  
UNIT 3: WORD PROCESSING**

**Assignment Titles**

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|--|--|
| 1. Keyboarding Pretest                         | 16. Research Papers                                      |
| 2. Keyboarding Exercises                       | 17. Project: Formatting a Research Paper                 |
| 3. Number Keypad                               | 18. Business Reports                                     |
| 4. Project: Timed Typing Tests                 | 19. Project: Creating a Business Report                  |
| 5. Quiz 1: Keyboarding Skills                  | 20. Quiz 2: Creating Business Documents                  |
| 6. Alternate Quiz 1—Form A: Keyboarding Skills | 21. Alternate Quiz 2—Form A: Creating Business Documents |
| 7. Alternate Quiz 1—Form B: Keyboarding Skills | 22. Alternate Quiz 2—Form B: Creating Business Documents |
| 8. Writing and Editing a Business Document     | 23. Special Project                                      |
| 9. Project: Creating a Memo                    | 24. Review   |
| 10. Business Letters                           | 25. Test   |
| 11. Project: Creating a Business Letter        | 26. Alternate Test—Form A                                |
| 12. Résumés                                    | 27. Alternate Test—Form B                                |
| 13. Project: Creating a Résumé                 | 28. Glossary and Credits                                 |
| 14. Brochures and Newsletters                  |  |
| 15. Project: Creating a Newsletter             |  |

**TECHNOLOGY AND BUSINESS  
UNIT 4: SPREADSHEETS**

**Assignment Titles**

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|---|--|
| 1. Entering Data                                  | 17. Creating Graphs  |
| 2. Formatting                                     | 18. Project: Business Spreadsheets                         |
| 3. Editing Data                                   | 19. Project: Balance Sheets and Profit-and-Loss Statements |
| 4. Shortcuts                                      | 20. Quiz 3: Spreadsheet Applications                       |
| 5. Quiz 1: Spreadsheet Basics                     | 21. Alternate Quiz 3—Form A: Spreadsheet Applications      |
| 6. Alternate Quiz 1—Form A: Spreadsheet Basics    | 22. Alternate Quiz 3—Form B: Spreadsheet Applications      |
| 7. Alternate Quiz 1—Form B: Spreadsheet Basics    | 23. Special Project  |
| 8. Formulas                                       | 24. Review   |
| 9. Project: Using Simple Formulas                 | 25. Test   |
| 10. Advanced Formulas                             | 26. Alternate Test—Form A                                  |
| 11. Project: Using Advanced Formulas              | 27. Alternate Test—Form B                                  |
| 12. Quiz 2: Spreadsheet Formulas                  | 28. Glossary and Credits                                   |
| 13. Alternate Quiz 2—Form A: Spreadsheet Formulas |  |
| 14. Alternate Quiz 2—Form B: Spreadsheet Formulas |  |
| 15. Project: Creating a Personal Budget           |  |
| 16. Project: Estimating Income Taxes              |  |

**TECHNOLOGY AND BUSINESS****UNIT 5: DATABASES****Assignment Titles**

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|--|---|
| 1. Comparing Databases and Spreadsheets            | 14. Project: Data Warehouse                               |
| 2. Understanding Database Terms                    | 15. Project: Using a Database to Create a Business Report |
| 3. Project: Creating a Database                    | 16. Quiz 2: Database Features                             |
| 4. Working with Data and Records                   | 17. Alternate Quiz 2—Form A: Database Features            |
| 5. Project: Creating a Database                    | 18. Alternate Quiz 2—Form B: Database Features            |
| 6. Quiz 1: Database Basics                         | 19. Special Project                                       |
| 7. Alternate Quiz 1—Form A: Database Basics        | 20. Review  |
| 8. Alternate Quiz 1—Form B: Database Basics        | 21. Test  |
| 9. Using Databases to Search and Query             | 22. Alternate Test—Form A                                 |
| 10. Project: Working with Queries                  | 23. Alternate Test—Form B                                 |
| 11. Project: Using a Database to Generate Mailings | 24. Glossary and Credits                                  |
| 12. Importing and Exporting Data                   |   |
| 13. Data Analysis                                  |   |

**TECHNOLOGY AND BUSINESS****UNIT 6: SEMESTER REVIEW AND EXAM****Assignment Titles**

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|-----------|--------------------------|
| 1. Review | 3. Alternate Exam—Form A |
| 2. Exam   | 4. Alternate Exam—Form B |

**TECHNOLOGY AND BUSINESS****UNIT 7: COMMUNICATION SKILLS****Assignment Titles**

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|--|--|
| 1. Communication Skills  | 13. Alternate Quiz 2—Form B: Desirable Workplace Skills, Habits, and Attitudes |
| 2. Electronic Communication Skills   | 14. Finding Reliable Internet Resources  |
| 3. Project: Revising E-mail Messages   | 15. Paraphrasing and Summarizing   |
| 4. Quiz 1: Overview of Effective Communication Skills                          | 16. Organizing Information   |
| 5. Alternate Quiz 1—Form A: Overview of Effective Communication Skills         | 17. Quiz 3: Using Written Information  |
| 6. Alternate Quiz 1—Form B: Overview of Effective Communication Skills         | 18. Alternate Quiz 3—Form A: Using Written Information                         |
| 7. Workplace Skills, Habits, and Attitudes                                     | 19. Alternate Quiz 3—Form B: Using Written Information                         |
| 8. Active Listening  | 20. Report: Business Skills  |
| 9. Constructive Feedback   | 21. Special Project  |
| 10. Project: Employee Action Plan  | 22. Review   |
| 11. Quiz 2: Desirable Workplace Skills, Habits, and Attitudes                  | 23. Test   |
| 12. Alternate Quiz 2—Form A: Desirable Workplace Skills, Habits, and Attitudes | 24. Alternate Test—Form A  |
|  | 25. Alternate Test—Form B  |
|  | 26. Glossary and Credits   |

**TECHNOLOGY AND BUSINESS****UNIT 8: TELECOMMUNICATIONS TECHNOLOGY****Assignment Titles**

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|---|--|
| 1. The Parts and the Pieces   | 11. Project: Analyze It  |
| 2. Case Studies   | 12. Quiz 2: Using and Choosing Telecommunication Technology                  |
| 3. Quiz 1: The Telecommunications Industry – An Overview                  | 13. Alternate Quiz 2—Form A: Using and Choosing Telecommunication Technology |
| 4. Alternate Quiz 1—Form A: The Telecommunications Industry – An Overview | 14. Alternate Quiz 2—Form B: Using and Choosing Telecommunication Technology |
| 5. Alternate Quiz 1—Form B: The Telecommunications Industry – An Overview | 15. Special Project  |
| 6. E-mail   | 16. Review   |
| 7. Beyond E-mail  | 17. Test   |
| 8. E-mail Ethics and Work Habits  | 18. Alternate Test—Form A  |
| 9. Netiquette   | 19. Alternate Test—Form B  |
| 10. Evaluating Telecommunication Technologies                             | 20. Glossary and Credits   |

**TECHNOLOGY AND BUSINESS**  
**UNIT 9: PRESENTATION TECHNOLOGY**

**Assignment Titles**

1. What is Presentation Technology?	12. Content
2. How is Presentation Technology Used?	13. Layout
3. Quiz 1: An Introduction to Presentation Technology	14. Putting It All Together
4. Alternate Quiz 1—Form A: An Introduction to Presentation Technology	15. Quiz 3: Presentation Planning
5. Alternate Quiz 1—Form B: An Introduction to Presentation Technology	16. Alternate Quiz 3—Form A: Presentation Planning
6. Working with Text	17. Alternate Quiz 3—Form B: Presentation Planning
7. Working with Graphics	18. Project: Creating a Presentation
8. Working with Special Effects	19. Special Project
9. Quiz 2: Presentation Guidelines	20. Review
10. Alternate Quiz 2—Form A: Presentation Guidelines	21. Test
11. Alternate Quiz 2—Form B: Presentation Guidelines	22. Alternate Test—Form A
	23. Alternate Test—Form B
	24. Glossary and Credits

**TECHNOLOGY AND BUSINESS**  
**UNIT 10: COMPUTER NETWORKS**

**Assignment Titles**

1. What is Project Management?	10. Career Paths in Information Technology
2. Project Management Tools	11. Quiz 2: Managing a Project
3. Quiz 1: Introduction to Project Management	12. Alternate Quiz 2—Form A: Managing a Project
4. Alternate Quiz 1—Form A: Introduction to Project Management	13. Alternate Quiz 2—Form B: Managing a Project
5. Alternate Quiz 1—Form B: Introduction to Project Management	14. Special Project
6. Initiating and Planning a Project	15. Review
7. Project: Initiating a Project	16. Test
8. Executing and Closing a Project	17. Alternate Test—Form A
9. Project: Project Meeting	18. Alternate Test—Form B
	19. Glossary and Credits

**TECHNOLOGY AND BUSINESS**  
**UNIT 11: PROJECT MANAGEMENT**

**Assignment Titles**

1. What is Presentation Technology?	12. Content
2. How is Presentation Technology Used?	13. Layout
3. Quiz 1: An Introduction to Presentation Technology	14. Putting It All Together
4. Alternate Quiz 1—Form A: An Introduction to Presentation Technology	15. Quiz 3: Presentation Planning
5. Alternate Quiz 1—Form B: An Introduction to Presentation Technology	16. Alternate Quiz 3—Form A: Presentation Planning
6. Working with Text	17. Alternate Quiz 3—Form B: Presentation Planning
7. Working with Graphics	18. Project: Creating a Presentation
8. Working with Special Effects	19. Special Project
9. Quiz 2: Presentation Guidelines	20. Review
10. Alternate Quiz 2—Form A: Presentation Guidelines	21. Test
11. Alternate Quiz 2—Form B: Presentation Guidelines	22. Alternate Test—Form A
	23. Alternate Test—Form B
	24. Glossary and Credits

**TECHNOLOGY AND BUSINESS**  
**UNIT 12: SEMESTER REVIEW AND EXAM**

**Assignment Titles**

1. Review	3. Alternate Exam—Form A
2. Exam	4. Alternate Exam—Form B

**TECHNOLOGY AND BUSINESS**  
**UNIT 13: COURSE REVIEW AND EXAM**

**Assignment Titles**

1. Review	3. Alternate Exam—Form A
2. Exam	4. Alternate Exam—Form B