

**Business Management and Administration Career Cluster**  
**Business and Technology**  
**Course Number: 07.44100**

**Course Description:**

How is technology used to solve business problems and communicate solutions? Business and Technology is designed to prepare students with the knowledge and skills to be an asset to the collaborative, global, and innovative business world of today and tomorrow. Mastery use of spreadsheets and the ability to apply leadership skills to make informed business decisions will be a highlight of this course for students. Publishing industry appropriate documents to model effective communication and leadership will be demonstrated through project based learning. Students will use spreadsheet and database software to manage data while analyzing, organizing and sharing data through visually appealing presentation.

Various forms of technologies will be used to expose students to resources, software, and applications of business practices. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are enhanced in this course to prepare students to be college and career ready. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of the employability skills standard for this course.

Business and Technology is the second course in the Business and Technology pathway in the Business Management and Administration cluster. Students enrolled in this course should have successfully completed Introduction to Business and Technology.

**Course Standard 1**

**BMA-BT-1**

**Demonstrate employability skills required by business and industry.**

The following elements should be integrated throughout the content of this course.

- 1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.
- 1.2 Demonstrate creativity with multiple approaches to ask challenging questions resulting in innovative procedures, methods, and products.
- 1.3 Exhibit critical thinking and problem-solving skills to locate, analyze, and apply information in career planning and employment situations.
- 1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.
- 1.5 Apply the appropriate skill sets to be productive in a changing, technological, and diverse workplace to be able to work independently, interpret data, and apply team work skills.
- 1.6 Present a professional image through appearance, behavior, and language.

## Course Standard 2

### **BMA-BT-2**

**Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.**

- 2.1 Utilize information and technology tools to conduct business effectively and efficiently to work in the digital world.
- 2.2 Explore the applications of digital technology on the Internet for business and educational uses.
- 2.3 Create a digital portfolio to showcase knowledge and skills learned throughout pathway courses.
- 2.4 Produce a document that began with pre-planning process until final produce.
- 2.5 Apply basic design principles to documents to produce professional quality products.

## Course Standard 3

### **BMA-BT-3**

**Develop organizational communication skills through professional leadership, personal ethics, and customer/business relationships.**

- 3.1 Assure that important information is effectively conveyed in a timely fashion for business operations.
- 3.2 Analyze the impact evolving technology has on the mode and methods of communications.
- 3.3 Communicate effectively for acquiring a job.
- 3.4 Explain and model the importance of clear and concise communication with customer interaction.
- 3.5 Establish protocols for digital and oral communication within a business setting.
- 3.6 Present technical information to customers in format for ease of understanding.

## Course Standard 4

### **BMA-BT-4**

**Manage data in spreadsheet software for effective use in a business environment.**

- 4.1 Manage the worksheet environment by navigating through a worksheet, printing a worksheet or workbook, and personalizing the environment.
- 4.2 Create cell data by constructing cell data, applying AutoFill, and applying and manipulating hyperlinks.
- 4.3 Format cells and worksheets by applying and modifying cell formats, merging or splitting cells, creating row and column titles, hiding and revealing rows and columns, manipulate page setup options for worksheets, creating and applying cell styles.
- 4.4 Manage worksheets and workbooks by creating and formatting worksheets, manipulating window views, and manipulating workbook views.
- 4.5 Apply formulas and functions by creating formulas, enforcing precedence, applying cell references in formulas, applying conditional logic in a formula, applying named ranges in formulas, and applying cell ranges in formulas.

## Course Standard 5

### **BMA-BT-5**

**Master use of spreadsheet software to analyze, organize and share data from a spreadsheet while presenting the data visually in a business environment.**

- 5.1 Present data visually by creating charts based on worksheet data, applying and manipulate illustrations, and creating and modifying images by using the Image Editor.
- 5.2 Share worksheet data with other users by sharing spreadsheets and managing comments.
- 5.3 Analyze and organizing data by filtering data, sorting data, and applying conditional formatting.

## Course Standard 6

### **BMA-BT-6**

**Develop creditable research skills to use information from a variety of sources.**

- 6.1 Demonstrate the ability to utilize electronic research tools to gather, manipulate, and report data in accepted business formats.
- 6.2 Understand and apply copyright laws and risk of using plagiarized content.
- 6.3 Acquire and evaluate data, organize and maintain files, and use computers to process information.

## Course Standard 7

### **BMA-BT-7**

**Acquire database skills to manage data in a business environment.**

- 7.1 Manage the database environment by creating and managing a database, configuring the navigation pane, and applying application parts.
- 7.2 Build Tables by creating tables, creating and modifying fields, sorting and filtering records, setting relationships, and importing data from a single data file.
- 7.3 Build forms through creating forms, applying Form Design Tab options, applying Form Arrange Tab options, and applying Form Format Tab options.
- 7.4 Create and manage queries through constructing queries, managing source tables and relationships, manipulate fields, calculate totals, and generating calculated fields.
- 7.5 Design reports through creating reports, applying Report Design Tab options, applying Report Arrange Tab options, applying Report Format Tab options and applying Report Page Setup Tab options.

## Course Standard 8

### **BMA-BT-8**

**Develop personal leadership skills to work on teams, teach others, serve customers, lead, negotiate, and work effectively and efficiently in a business environment.**

- 8.1 Comprehend, refine, and apply decision-making skills through classroom, family, community, and business and industry (work related) experiences.
- 8.2 Analyze the complex responsibilities of the leader and follower and demonstrate the ability to both lead and follow.
- 8.3 Select organizational skills necessary to be a successful leader, citizen, and practice those skills in real-life situations.
- 8.4 Understand the basics of leadership and motivation.

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- 8.5 Determine necessary attributes to lead and motivate individuals, teams, and organizations.
- 8.6 Develop leadership in ourselves and others by becoming adept at assessing leadership traits and qualities.
- 8.7 Demonstrate self-advocacy skills by creating SMART (specific, measureable, attainable, realistic, and time-bound) goals, achieving planned individual goals, and using self-reflection for improvement.

### Course Standard 9

#### **BMA-BT-9**

**Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events.**

- 9.1 Explain the goals, mission and objectives of Future Business Leaders of America.
- 9.2 Explore the impact and opportunities a student organization (FBLA) can develop to bring business and education together in a positive working relationship through innovative leadership and career development programs.
- 9.3 Explore the local, state, and national opportunities available to students through participation in related student organization (FBLA) including but not limited to conferences, competitions, community service, philanthropy, and other FBLA activities.
- 9.4 Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.
- 9.5 Explore the competitive events related to the content of this course and the required competencies, skills, and knowledge for each related event for individual, team, and chapter competitions.