

# Technology II

## Week 1—4

- Review sample problems in WORD, EXCEL, ACCESS, Publisher



## Week 5—9

- Self paced office simulation called DREAMTEAM
- Establish a real world product identity
- Create and design skills to produce business documents
- Apply technical writing skills
- Plan and use decision making skills
- Organize computer files
- Use creative and critical thinking skills

## Week 10—12

- Research and collect data on a given topic
- Create a PowerPoint presentation utilizing data
- Cite all sources of research properly
- Use creativity and design skills when using color, animation, linking, transition, etc.

## Week 13—17

- Self paced office simulation called CYBER-STOP
- Use integration skills in a "real world" application—integrating all office applications.
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## Week 18

- Career unit
- Resume building skills
- Apply online job seeking techniques
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