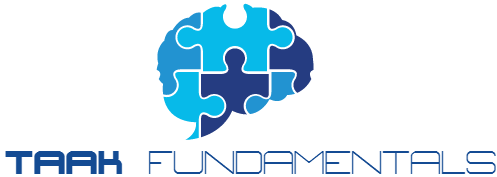
# TAAK Fundamentals



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# Introduction

**Why business communication is important**:

Business communication is essentially the sharing of information between people within an organization that is performed for the benefit of that organization. Mediums for this type of communication include: face-to-face discussion, email, and telephone. For anyone hoping to enter the cooperate world, namely students of Year Up, knowing the ins and outs of these exchanges will give them a leg-up in the job market.

**Why tech skills are important**:

The field of information technology pays livable wages, is ever-evolving, and has great potential for long-lasting careers. Accordingly, the skills associated with this field’s day-to-day duties are crucial to ongoing success in this field. For instance, having these skills assures clients that an individual is competent to solve virtually any problem that arises.

**Educational methods**:

All of the lessons that our website will be covering will be displayed by video. The 2 videos covering topics in information technology will be completed via recording the computer screen on which relevant software will be used. Another will make use of song, while the fourth emphasizes both a proper and improper fashion of behaving in an interview.

**Why said methods are helpful**:

A large factor in why these videos will be accommodating is that they account for a plethora of learning styles. The videos should be compatible with aural, visual, kinesthetic, and read/write learning styles. This is so as the videos will go through their topics step-by-step, so viewers can see the full process. Captions and text will accompany the videos.  Also, the videos will be made to factor in the possibility of the viewer practicing the implementation of the video content while simultaneously watching the video. Voices and background music will likewise be of help.

Conjunctions and their functions

**Overview**

Provide all of who are watching the video a basic understanding of conjunctions, there definition, and there use. By doing this, everyone will be more aware of conjunctions that are known as FANBOYS and how to properly use them to connect two words, phrases, or clauses.

**Objectives**

         Going over FANBOYS and how they should be used.

     o FANBOYS. For, And, Nor, But, Or, Yet, So

         Definition of Conjunctions

         Conjunctions and Phrases

         Conjunctions and Clauses

         Conjunctions and words

**Content**

* Thomas is sitting on top of the stairs when his friend comes out and begins to talk to him without using the words, For, And, Nor, But, Or, Yet, So.
* Thomas stops him from talking and asks him did he ever learn about Conjunctions in school, he will proceed to say no and Thomas will begin the song.
* Words will fly on the screen like lyrics to a video only they will be key words such as “This *and* That” or “Not This *but*that”.
* Thomas Will finish the song and ask his friend if he understands and the friend will shake his head.
* The friend will then continue to speak the way he did before, Thomas will sigh and bring his hand to his face at which point his friend will say “*and* thank you”.

# How to properly conduct an interview

**Overview**

Provide individuals the knowledge on how to conduct your self during an interview. How this will get done is by taking them through different tips to keep in mind for the interview; doing this will show people how they should act in an interview and how one is supposed to carry oneself. Also people will enjoy it because it is funny and interesting because Alonzo will be interviewing himself.

***Agenda***

* Going over how to present during a proper interview
* Impressions
* Nonverbal Behavior & Body Language
* Content
* Ending the interview
* Correct/Incorrect way interview video

**Content**

* Alonzo A is sitting in an office interviewing Alonzo B
* Alonzo A is looking at how Alonzo B presents himself while in the interview
* Alonzo is asking him to tell him a little bit about himself.
* Alonzo B is in one interview showing the correct way to present himself in the interview

while in the other video, he is showing an incorrect way to present himself.

# How to build a webpage

**Overview**

This lesson will give viewers the fundamental basics necessary to construct a website via coding. HTML and CSS will be reviewed. The end goal of this video is for viewers to be able to construct a website that conveys competence in web design, and that would be attractive to an employer.

**How & why**: I will be using Camtasia software in order to record the screen while I create a webpage using Sublime Text. Images of efficient webpages will also be used. I am teaching the lesson in this way so that viewers will be able to see the webpage as it is being created for a comprehensive, step-by-step tutorial to cover all bases. This will be effective in reaching individuals who learn in visual, auditory, verbal, physical, and logical manners.

**Content**:

* 1. The good, bad, & ugly websites
  2. HTML
     1. Overview & Key definitions
     2. Images
     3. Links
     4. Linking to stylesheet
  3. CSS
     1. Selectors{Properties: Values;}
     2. Colors

# Basics of Microsoft Excel

**Overview**

This lesson will give viewers the fundamental basics necessary to navigate through excel and stand out in the workplace. Included in this video are quick tutorials on the Excel functions that companies value in the workplace. There will also be still images highlighting the important features. The end result of this video is for viewers to gain knowledge of an important Microsoft program that adds value to the individual as an employee.

**How & why:** I will be using Camtasia software in order to record the screen while I demonstrate some of the very important functions in excel that many employers look for and prefer for you to have. There will be still images for the viewer to use to reference and learn. I am teaching the Excel lesson this way so that viewers will be able to see the functions while being created for a comprehensive, step-by-step tutorial to cover all bases. This will be effective in reaching individuals who learn in visual, auditory, verbal, physical, and logical manners.

**Content:**

1. Introduce the Ribbon and all related functionalities including the buttons
   1. Name Box
   2. Insert function Box
   3. The Formula Bar
   4. Column vs. Row Headers
2. Practical Learning demonstration using Cells
   1. What a Cell is
   2. V-Look Up demo
   3. PMT importance
   4. Pivot Table savvy tips

# Conclusion