

Business Management and Administration Career Cluster
Business & Technology
Pacing Guide
1st Semester/Fall 2021

Week	Activities/Projects	Standards
Weeks 1 Aug. 4-6	Employability Skills	BMA-BT-1 Demonstrate employability skills required by business and industry. BMA-BT-1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.
Week 2 Aug. 9-13	Employability Skills SMART Goal Setting Effective Presentations	BMA-BT-1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities. BMA-BT-8.7 Demonstrate self-advocacy skills by creating SMART (specific, measurable, attainable, realistic, and time-bound) goals, achieving planned individual goals, and using self-reflection for improvement.
Week 3 Aug. 16-20	Employability Skills Communication Skills: Infographic Project FBLA Meeting Flyer Project FBLA Scavenger Hunt	BMA-BT-1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities., BMA-BT - 3.6 Present technical information to customers in format for ease of understanding. 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.
Week 4 Aug. 23-27	Communication Skills: Handling Criticism, Asking Questions, Telephone Etiquette, Positive Attitude	BMA-BT 1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity. BMA-BT-3.4 Explain and model the importance of clear and concise communication with customer interaction.
Week 5 Aug. 30 – Sept. 3	Communication Skills: Customer Service Customer Service Poster Project	BMA-BT-3.4 Explain and model the importance of clear and concise communication with customer interaction.
Week 6 Sept. 6 - 10	Communication Skills: Resumes, Cover Letters	BMA-BT 3.3 Communicate effectively for acquiring a job.
Week 7 Sept. 13-17	Career Digital Portfolio Project	BMA-BT-2.3 Create a digital portfolio to showcase knowledge and skills learned throughout pathway courses.
Week 8 Sept. 20-24	Copyright Law Career Research Project	BMA-BT 6.2 Understand and apply copyright laws and risk of using plagiarized content.

		BMA-BT- 6.1 Demonstrate the ability to utilize electronic research tools to gather, manipulate, and report data in accepted business formats.
Week 9 Sept. 27 – Oct. 1	Leadership Leaders in Business Project	BMA-BT-8.4 Understand the basics of leadership and motivation. 8.5 Determine necessary attributes to lead and motivate individuals, teams, and organizations. BMA-BT- 6.1 Demonstrate the ability to utilize electronic research tools to gather, manipulate, and report data in accepted business formats.
Week 10 Oct. 4-8	Intro to Microsoft Office Certification Introduction to Microsoft Excel	BMA-BT-4 Manage data in spreadsheet software for effective use in a business environment.
Week 11 Oct. 11-15	Microsoft Excel Navigating through a worksheet Printing a Worksheet Creating Cell data Auto Fill Hyperlinks Formatting Cells Hiding and revealing rows Cell Styles	BMA-BT- 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. BMA-BT- 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.
Week 12 Oct. 18-22	Microsoft Excel Worksheet views Formulas and functions Cell References Named and Cell Ranges	BMA-BT 4.4 Manage worksheets and workbooks by creating and formatting worksheets, manipulating window views, and manipulating workbook views. BMA-BT 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.
Week 13 Oct. 25-29	Microsoft Excel Charts, images, Illustrations	BMA-BT- 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.
Week 14 Nov. 1-5	Microsoft Excel Filtering, sorting, conditional formatting Sharing Workbooks	BMA-BT 5.3 Analyze and organizing data by filtering data, sorting data, and applying conditional formatting. 5.2 Share worksheet data with other users by sharing spreadsheets and managing comments.
Week 15 Nov. 8-13	Long-Term Project	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. BMA-BT- 2.1 Utilize information and technology tools to conduct business effectively and efficiently to work in the digital world. BMA-BT- 2.4 Produce a document that began with pre-planning process until final produce.
Week 16 Nov. 15-19	Long-Term Project	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. BMA-BT- 2.1 Utilize information and technology tools to conduct business effectively and efficiently to work in the digital world. BMA-BT- 2.4 Produce a document that began with pre-planning process until final produce.
Thanksgiving Break November 22-26		
Week 17 Nov. 29- Dec. 3	Introduction to Microsoft Databases Tables and Forms	BMA-BT-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.
Week 18 Dec. 6-10	Microsoft Databases Queries and Reports	BMA-BT 7.4 Create and manage queries through constructing queries, managing source tables and relationships, manipulate fields, calculate totals, and generating calculated fields. BMA-BT 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.
Week 19 Dec. 13-17	Christmas Excel Budget Project	BMA-BT 4.4 Manage worksheets and workbooks by creating and formatting worksheets, manipulating window views, and manipulating workbook views. BMA-BT 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.

Ongoing	Employability Skills FBLA Integration	BMA-BT-1 Demonstrate employability skills required by business and industry. 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.
Christmas Break December 20-31		