

Business Management and Administration Career Cluster
Intro to 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	True Colors Personality Assessment SMART GOAL Setting Effective Presentations	BMA-BT-1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities. 1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity. BMA-IBT-6:6.5 Use PowerPoint or Google Slides to create and deliver clear and exciting presentations to a specific audience
Week 3 Aug. 16-20	Introduction to Infographics Infographics on Effective Presentations Teambuilding Activity FBLA	BMA-IBT- 1.2 Show creativity by asking difficult questions and using new and original ideas and methods BMA-IBT- 1.5 Use my skills to make progress in a changing, technology-centered, workplace and be able to work by myself as well with other people in a team BMA-IBT-12 - 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	How Technology is Transforming Society and the Workforce Evaluating Websites for Credible Sources	BMA-IBT- 2.6 Explain how changes in technology has affected working on the job and society. a. Social media, cell phones, ipads, cloud computing, operating systems, and other new technologies BMA-IBT 2.3 Execute (Perform) efficient (effective) online searches for specific and credible (trustworthy) resources.
Week 5 Aug. 30 – Sept. 3	Social Media Etiquette and Communicating Online	BMA-IBT- 6.2 Research social media etiquette and importance of communicating online. BMA-BT-1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.

Week 6 Sept. 6 - 10	Email Communication Email Etiquette	BMA-IBT-6.1 Show appropriate business (verbal, written, and digital) communication skills needed in the workplace to enable the smooth transition of information BMA-BT-1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.
Week 7 Sept. 13-17	Four Functions of Management Four Functions of Management Infographic	BMA-IBT: 4.2 Define, explain and apply various management functions including planning, organizing, directing, and controlling.
Week 8 Sept. 20-24	Copyright Law Career Exploration Project	BMA-IBT 2.2 Demonstrate ethical and legal actions with regards to plagiarism, fair use, and copyright laws. 6.7 Use appropriate technology to plan, develop, practice, and present material to different types of audiences for specific business purpose. a. Research paper, web site, multimedia presentation, publications, speech, online media, video, avatar, etc.
Week 9 Sept. 27 – Oct. 1	Human Resources Management Employment and Labor Law	BMA-IBT-11: Examine basic human resources and the legal aspects of a business while incorporating the methods into business practices. BMA-IBT- 11.5: Review employment and labor laws impacting business.
Week 10 Oct. 4-8	Accounting Debits and Credits	BMA-IBT-8 Understand, interpret, and use accounting principles to make financial decisions. BMA-IBT-8.1 View and use financial statements to make informed business decisions BMA-IBT-8: 8.3 Differentiate between debits and credits.
Week 11 Oct. 11-15	Accounting Cycle	BMA-IBT-8: 8.2 Explain the purpose of the various steps in the accounting cycle.
Week 12 Oct. 18-22	Marketing 4 P's of Marketing Mix Project	BMA-IBT- 5.1 Explain the fundamental marketing concepts used by a small business. BMA-IBT - 5.2 Understand target market and demographics in marketing strategies.
Week 13 Oct. 25-29	Introduction to Microsoft Office Certification Introduction to Microsoft Word	BMA-IBT-3 Master in using word processing software to create, edit, and publish professional-appearing business documents.
Week 14 Nov. 1-5	Microsoft Word Manage Document Versions Save and Share Documents Format a Document Bulleted and Numbered Lists Hyperlinks	BMA-IBT-3 3.1 Create, share and maintain documents. a. Apply different views and templates, protect the document, manage document versions, share and save documents. BMA-IBT-3 3.2 Format a document a. Apply font and paragraph attributes, navigate and search, create and manipulate tables, and apply bullets 3.4 Insert illustrations and graphics in a document..

		3.6 Apply references and hyperlinks in a document. a. Apply hyperlinks
Week 15 Nov. 8-13	Microsoft Word Page Layout Page Set Up Page Backgrounds Headers and Footers	BMA-IBT-3.3 Apply page layout and reusable content to documents. a. Apply and manipulate page setup settings, apply themes, construct content using the Quick Parts tools, create and manipulate page backgrounds, and create and modify headers and footers.
Week 16 Nov. 15-19	Microsoft Word Inserting and Formatting Images SmartArt Graphics Textboxes Shapes 10 Things I am Thankful For Presentation	BMA-IBT-3: 3.4 Insert illustrations and graphics in a document. a. Insert and format pictures, clip art, shapes, WordArt, and SmartArt, and apply and manipulate text boxes. BMA-IBT- 6 .7 Use appropriate technology to plan, develop, practice, and present material to different types of audiences for specific business purpose.
Thanksgiving Break November 22-26		
Week 17 Nov. 29- Dec. 3	Money Management Banking Credit	BMA-IBT-9 Develop effective money management strategies and understand the role and functions of financial institutions. BMA-IBT-9 9.3 Examine the principles of banking transactions and the various services of a bank. BMA-IBT-9 9.6 Explore a personal credit report and the impact of credit on business and personal life.
Week 18 Dec. 6-10	Budgeting Project	BMA-IBT-9 Develop effective money management strategies and understand the role and functions of financial institutions.
Week 19 Dec. 13-17	Christmas Around the World Project	BMA-IBT-3: 3.4 Insert illustrations and graphics in a document. a. Insert and format pictures, clip art, shapes, WordArt, and SmartArt, and apply and manipulate text boxes. BMA-IBT-6.7 Use appropriate technology to plan, develop, practice, and present material to different types of audiences for specific business purpose. a. Research paper, web site, multimedia presentation, publications, speech, online media, video, avatar, etc.for specific business purpose.
Ongoing	Employability Skills FBLA Integration	BMA-BT-1 Demonstrate employability skills required by business and industry. BMA-IBT-12 - 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		