

**Intro to Business & Technology**  
**Pacing Guide**  
**2<sup>nd</sup> Semester/ Spring 2022**

<b>Week</b>	<b>Activities/Projects</b>	<b>Standards</b>
<b>Weeks 1</b> Jan. 4-7	Teacher Introductions, Student Introductions, Course syllabus, policies and procedures, Course Policies and Expectations Review  Overview of 3DE  CTAE Employability Skills Pre-Test  Employability Skills Videos and Questions  Team Building Activity  True Colors Personality Assessment	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.  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
<b>Week 2</b> Jan. 10-14	SMART Goal Setting  Effective Presentations  Current Event Summary Articles	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
<b>Week 3</b> Jan. 17-21	FBLA Scavenger Hunt FBLA Meeting Flyer Introduction to Infographics	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.
<b>Week 4</b> Jan. 24-28	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.

<b>Week 5</b> Jan. 31 - Feb. 4	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.
<b>Week 6</b> Feb. 7-11	Microsoft Word  Manage Document Versions Save and Share Documents Format a Document Bulleted and Numbered Lists Hyperlinks  Microsoft Word Lessons 3-4	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
<b>Week 7</b> Feb. 14 -18	Microsoft Word  Page Set Up Page Backgrounds Headers and Footers  Working with Text: Lessons 5-7 Working with Text: Lessons 8-11	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.
<b>Week 8</b> Feb. 21 - 25	Page Layout Page Layout and Printing: Lessons 12-14 Page Layout and Printing: Lessons 15-17	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.
<b>Week 9</b> Feb. 28 - Mar. 4	Microsoft Word  Inserting and Formatting Images SmartArt Graphics Textboxes Shapes  Working with Objects: Lessons 18-20	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.
<b>Week 10</b> Mar. 7-11	Working with Objects: Lessons 21, 23, 26	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.
<b>Week 11</b> Mar. 14-18	Microsoft Word Gmetrix Practice Test	BMA-IBT-3 Master in using word processing software to create, edit, and publish professional-appearing business documents.
<b>Week 12</b> Mar. 21-25	Microsoft Word Gmetrix Practice Test	BMA-IBT-3 Master in using word processing software to create, edit, and publish professional-appearing business documents.
<b>Spring Break</b> March 28 - April 1		

<p><b>Week 13</b> Apr. 4-8</p>	<p>Email Communication Email Etiquette</p>	<p>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.</p>
<p><b>Week 14</b> Apr. 11-15</p>	<p>Human Resources Management Employment and Labor Law</p>	<p>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.</p>
<p><b>Week 15</b> Apr. 18-22</p>	<p>Human Resources Management Employment and Labor Law</p>	<p>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.</p>
<p><b>Week 16</b> Apr. 25-29</p>	<p>Marketing 4 P's of Marketing Mix Project</p>	<p>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.</p>
<p><b>Week 17</b> May 2 – 6</p>	<p>Accounting Debits and Credits</p>	<p>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.</p>
<p><b>Week 18</b> May 9-13</p>	<p>Accounting Cycle</p>	<p>BMA-IBT-8: 8.2 Explain the purpose of the various steps in the accounting cycle.</p>

<p><b>Week 19</b> May 16 – 20</p>	<p>Money Management Banking Credit</p> <p><b>Budgeting Project</b></p>	<p>BMA-IBT-9 Develop effective money management strategies and understand the role and functions of financial institutions.</p> <p>BMA-IBT-9 9.3 Examine the principles of banking transactions and the various services of a bank.</p> <p>BMA-IBT-9 9.6 Explore a personal credit report and the impact of credit on business and personal life.</p>
<p><b>Week 20</b> May 23 &amp; 24</p>	<p><b>Final Exam</b></p>	
<p><b>Ongoing</b></p>	<p>Employability Skills FBLA Integration</p>	<p>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.</p>