

BUSINESS & TECHNOLOGY PACING GUIDE

Weeks 1 – 3

BMA-BT-1

Demonstrate employability skills required by business and industry.

Weeks 4-5

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.

Weeks 5-7

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.

Weeks 7 – 9

BMA-BT-6

Develop creditable research skills to use information from a variety of sources.

Weeks 10 – 14

BMA-BT-2

Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.

Weeks 15 – 18

BMA-BT-3

Develop organizational communication skills through professional leadership, personal ethics, and customer/business relationships.

Pacing Guide For Business Technology

IM Harris



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