

# Business and Technology Pacing Guide

Unit	Topic	Standards Addressed	Time on Task	
What is the Module, Chapter, or Unit number?	What is the instructional focus?	What GA Performance Standards are covered?	How many days should students / teachers spend in this unit?	
			Block	Period
1	Technology and Business	BMA-BT-2 BMA-BT-1.1	5	10
2	Document Review	BMA-BT-2 BMA-BT-1.1	5	10
3	Create an E-Portfolio	BMA-BT-2 BMA-BT-1.1	5	10
4	Business Communication and Customer Service	BMA-BT-3 BMA-BT-1.5 BMA-BT-1.6	5	10
5	Job Acquisition Skills	BMA-BT-3 BMA-BT-1.5 BMA-BT-1.6	5	10
6	Introduction to Spreadsheets	BMA-BT-4 BMA-BT-1.3 BMA-BT-1.4	5	10
7	Formulas and Functions	BMA-BT-4 BMA-BT-1.3 BMA-BT-1.4 BMA-BT-1.5	5	10
8	Graphs and Charts	BMA-BT-5 BMA-BT-1.3 BMA-BT-1.4 BMA-BT-1.5	5	10
9	Sharing and Organizing Spreadsheets	BMA-BT-5 BMA-BT-1.3 BMA-BT-1.4 BMA-BT-1.5	5	10
10	Research Tools and Evaluating Sources	BMA-BT-6 BMA-BT-1.1 BMA-BT-1.4 BMA-BT-1.5	5	10
11	Copyright and Plagiarism	BMA-BT-6 BMA-BT-1.1 BMA-BT-1.4 BMA-BT-1.5	5	10
12	Database – Tables and Forms	BMA-BT-7 BMA-BT-1.1 BMA-BT-1.4 BMA-BT-1.5	5	10
13	Database – Queries and Reports	BMA-BT-7 BMA-BT-1.1 BMA-BT-1.4 BMA-BT-1.5	5	10
14	Leadership	BMA-BT-8 BMA-BT-1.2 BMA-BT-1.3 BMA-BT-1.6	5	10
15	Teamwork	BMA-BT-8 BMA-BT-1.2 BMA-BT-1.3 BMA-BT-1.6	5	10
16	Final Project - <b>ePortfolio</b>	BMA-BT-1-8	10	20
<b>Standards 1 and 9 will be incorporated throughout the assignments/projects/course.</b>				