

BUSINESS MANAGEMENT AND ADMINISTRATION CAREER CLUSTER
INTRODUCTION TO BUSINESS & TECHNOLOGY
COURSE PACING OVERVIEW

Duration (weeks)	Quarter 1- Unit/Topic	Standard
2	Introduction to Technology	IBT-1, IBT-2
5	Word Processing Applications Effective Communication Skills	IBT-1, IBT-2, IBT-3 IBT-1, IBT-2, IBT-3, IBT-6, IBT-12
2	Entrepreneurship and Business Ownership	IBT-1, IBT-2, IBT-3, IBT-7, IBT-12
Ongoing	FBLA Integration	BMA-IBT-12
Duration (weeks)	Quarter 2- Unit/Topic	Standard
4	Introduction to the World of Marketing Leadership and Management	IBT-1, IBT-2, IBT-3, IBT-5, IBT-12 IBT-1, IBT-2, IBT-3, IBT-4, IBT-12
4	Accounting 101 Money Management Basics Managing Risk	IBT-1, IBT-2, IBT-3, IBT-8, IBT-12 IBT-1, IBT-2, IBT-3, IBT-9, IBT-12 IBT-1, IBT-2, IBT-3, IBT-10, IBT-12
1	Introduction to Human Resources	IBT-1, IBT,2, IBT-3, IBT-10, IBT-12
Ongoing	FBLA Integration	BMA-IBT-12

Students will create the following projects throughout the semester:

- ABC book creation for elementary students
- Portfolio creation (includes resume, cover letter, application and thank you letter)