

**BUSINESS MANAGEMENT AND ADMINISTRATION CAREER CLUSTER**  
**INTRODUCTION TO BUSINESS & TECHNOLOGY**

**PACING GUIDE**

**DR. MIKELL**

**Course Pacing Overview**

<b>Duration (Weeks)</b>	<b>Quarter 1 - Unit/Topic</b>	<b>Standard</b>
1.5	Introduction to Technology	IBT-1, IBT-2
2	Word Processing Applications	IBT-1, IBT-2, IBT-3
1.5	Effective Communication Skills	IBT-1, IBT-2, IBT-3, IBT-6, IBT-12
2	Introduction to the World of Marketing	IBT-1, IBT-2, IBT-3, IBT-5, IBT-12
2	Entrepreneurship and Business Ownership	IBT-1, IBT-2, IBT-3, IBT-7, IBT-12
<b>Duration (Weeks)</b>	<b>Quarter 2 - Unit/Topic</b>	<b>Standard</b>
1	Leadership and Management	IBT-1, IBT-2, IBT-3, IBT-4, IBT-12
2	Accounting 101	IBT-1, IBT-2, IBT-3, IBT-8, IBT-12
2	Money Management Basics	IBT-1, IBT-2, IBT-3, IBT-9, IBT-12
2	Managing Risk	IBT-1, IBT-2, IBT-3, IBT-10, IBT-12
2	Introduction to Human Resources	IBT-1, IBT-2, IBT-3, IBT-11, IBT-12
<b>Employability Skills and FBLA activities/projects will be incorporated throughout the duration of the course</b>		

