

Business Tech II/III

(Advanced Business) CTE Business Operations Program

Syllabus / Year Outline
2020-2021

Unit Topics

- Career Planning
- Microsoft Certification in Excel & Word (PP if motivated)
- Business Operations - Standards 6.0 (Business Assistant), 7.0(Managing Records), 8.0(Face to Face & Virtual Meetings), 9.0(Travel Arrangements) & 13.0(Ethical Behavior at work)
- Personal Finance (Banking & Money Management) BO 11.0
- FBLA - BAA's

Units Per Quarter (subject to change)

Quarter 1 -

- Paw Printing & More Jobs/Organization
- Career Planning (Interviewing, Resume, Cover Letter, Digital Portfolio, Career Research)
- FBLA BAA's

Quarter 2 -

- Microsoft Excel Certification Study
- Business Operation Standards 6, 7, 8
- FBLA BAA's
- FBLA Online Testing Tournament

Quarter 3 -

- Microsoft Word Certification Study
- Business Operation Standards 9, 13
- FBLA Competitive Events

Quarter 4 -

- Personal Finance
- Review for CTE Assessment/Take Test
- Take Microsoft Certification Exams
- FBLA Wrap up

Have too's to complete the Business Program--

1. Pass the CTE Business Operations assessment (April)
1. Take the Excel and/or Word Certification Test by May 1st.
1. For EAC Credits - pass with an 80% and above.

EAC Credit Information.

When you complete the program with an 80% and above you will receive 12 EAC Credits.

Click here to see what those are:

[Articulation Credits](#)