

# Business Tech I

(2nd Level)

CTE Business Operations Program

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Syllabus/Year Outline  
2020-2021

# Unit/Class Topics that need to be completed

## Business Operation Standards

- 1.0 Microsoft Word
- 2.0 Microsoft PowerPoint
- 3.0 Microsoft Excel
- 4.0 Email
- 5.0 Beginning Microsoft Access
- 10.0 Telephone Skills
- 12.0 Navigating the Internet

## ISTE Standards (International Society for Technology Education)

- Microsoft Publisher
- Programming/HTML
- Digital Citizenship
- Career Planning

# Units Per Quarter (subject to change)

## Quarter 1

- Skateboards, Inc
  - Word, Excel, Access, PP, Publisher
- Digital Citizenship
- Career Planning
- 12.0 Navigating the Internet

## Quarter 2

- 10.0 Telephone Skills
- 1.0 Microsoft Word
- 2.0 Microsoft PowerPoint

## Quarter 3

- 3.0 Microsoft Excel
- 5.0 Beginning Microsoft Access

## Quarter 4

- Microsoft Publisher
- Programming/HTML

# Have too's to complete the Business Program--

1. Take three levels, Computer Tech + Business Tech I + Business Tech II/III
2. Pass the CTE Business Operations assessment (April)
3. Take the Excel and/or Word Certification Test by May 1st.
4. 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](#)