

## Business & Technology Curriculum Map

1 <sup>st</sup> 9 weeks	2 <sup>nd</sup> 9 weeks	3 <sup>rd</sup> 9 weeks	4 <sup>th</sup> 9 weeks
<p><b>Employment Skills</b> BMA-BT-1 Demonstrate employability skills required by business and industry.</p> <p><b>Technology Skills/Document Review</b> BMA-BT-2 Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.</p> <p><b>Communication/Customer Service</b> BMA-BT-3 Develop organizational communication skills through professional leadership, personal ethics, and customer/business relationships.</p>	<p><b>Spreadsheets</b> BMA-BT-4 Manage data in spreadsheet software for effective use in a business environment.</p> <p><b>Spreadsheets/Sharing Data/Charts</b> BMA-BT-5 Master use of spreadsheet software to analyze, organize and share data from a spreadsheet while presenting the data visually in a business environment.</p>	<p><b>Researching/Copyright</b> BMA-BT-6 Develop credible research skills to use information from a variety of sources.</p> <p><b>Database</b> BMA-BT-7 Acquire database skills to manage data in a business environment.</p>	<p><b>Leadership/Teamwork</b> BMA-BT-8 Develop personal leadership skills to work on teams, teach others, serve customers, lead, negotiate, and work effectively and efficiently in a business environment.</p> <p><b>FBLA</b> BMA-BT-9 Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events.</p>
Literacy	Literacy	Literacy	Literacy
<p>L9-10RH4: Determine the meaning of words and phrases as they are used in a text, including vocabulary describing political, social, or economic aspects of history/social science.</p>	<p>L9-10RH1: Cite specific textual evidence to support analysis of primary and secondary sources, attending to such features as the date and origin of the information.</p>	<p>L9-10RH6: Compare the point of view of two or more authors for how they treat the same or similar topics, including which details they include and emphasize in their respective accounts.</p>	<p>L9-10RH9: Compare and contrast treatments of the same topic in several primary and secondary sources.</p>
Writing	Writing	Writing	Writing
<p>L9-10RST1: Cite specific textual evidence to support analysis of science and technical texts, attending to the precise details of explanations or descriptions.</p>	<p>L9-10RST3: Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks attending to special cases or exceptions defined in the text.</p>	<p>L9-10RST6: Analyze the author’s purpose in providing an explanation, describing a procedure, or discussing an experiment in a text, defining the question the author seeks to address.</p>	<p>L9-10RST9: Compare and contrast findings presented in a text to those from other sources (including their own experiments), noting when the findings support or contradict previous explanations or accounts.</p>