

## Business Communication

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>Employability Skills</b> BMA-BC-1 Demonstrate employability skills required by business and industry.</p> <p><b>FBLA</b> BMA-BC-10 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> <p><b>Grammar &amp; Written Communications</b> BMA-BC-2 Examine and practice grammar, mechanics, and process of composing professionally written business communications.</p>	<p><b>Oral Communication &amp; Presentation</b> BMA-BC-3 Apply effective oral communication by communicating in a clear, courteous, concise, and professional manner.</p> <p>BMA-BC-7 Apply skills and strategies for the delivery of effective oral communication and presentations.</p> <p><b>Presentation Software</b> BMA-BC-9 Master presentation software to create, edit, publish, and deliver professional-appearing business presentations.</p>	<p><b>Listening Skills</b> BMA-BC-4 Use active and intentional listening skills to respond appropriately to oral communication.</p> <p><b>Advanced Word Processing</b> BMA-BC-5 Master word processing software at an expert level to create, edit, and publish professional-appearing business documents.</p>	<p><b>Electronic Communications</b> BMA-BC-6 Integrate multiple forms of communication in the successful pursuit of a career/employment.</p> <p><b>Digital Technologies</b> BMA-BC-8 Use digital technologies (computers, PDAs, media players, GPS, etc.), communication/networking tools, and social networks appropriately to access, manage, integrate, evaluate, and create information to successfully function in professional settings.</p>
Literacy	Literacy	Literacy	Literacy
L11-12RST3: Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; analyze the specific results based on explanations in the text.	L11-12RST9: Synthesize information from a range of sources (e.g., texts, experiments, simulations) into a coherent understanding of a process, phenomenon, or concept, resolving conflicting information when possible.	L11-12RST1: Cite specific textual evidence to support analysis of science and technical texts, attending to important distinctions the author makes and to any gaps or inconsistencies in the account.	L11-12RST9: Synthesize information from a range of sources (e.g., texts, experiments, simulations) into a coherent understanding of a process, phenomenon, or concept, resolving conflicting information when possible.
Writing	Writing	Writing	Writing
L11-12WHST1: Write arguments focused on discipline-specific content. L11-12WHST2: Write informative/explanatory texts, including the narration of historical events, scientific procedures/experiments, or technical processes.	L11-12WHST1: Write arguments focused on discipline-specific content.	L11-12WHST6: Using technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.	L11-12WHST9: Draw evidence from informational texts to support analysis, reflection, and research.