

Course: Business & Technology

Instructor: Nicholas Haskin

Week	Topic/Standard	Software Being Used	Essential Question(s)	FBLA Integration
8/4	BMA-BT-6 Develop creditable research skills to use information from a variety of sources.	PowerPoint and Fireworks	Using technology, how can you find answers to questions? And, what type of technology can you use?	<b>FBLA Friday: What is FBLA?</b>
8/11	BMA-BT-6 Develop creditable research skills to use information from a variety of sources.	PowerPoint and Fireworks Timing PowerPoint	Why should one always apply copyright laws to avoid the risk of using plagiarized content?	<b>FBLA Friday: Which FBLA Competitions are available?</b>
8/18	BMA-BT-6 Develop creditable research skills to use information from a variety of sources.	PowerPoint and Fireworks Timing PowerPoint	How can transitions and timing features be implemented in MS PowerPoint to build presentations?	<b>FBLA Friday: Invitation/Invite a Friend</b>
8/25	BMA-BT-6 Develop creditable research skills to use information from a variety of sources.	PowerPoint and Fireworks Famous Leader PP	What does a successful business leader/entrepreneur look like on paper?	<b>FBLA Friday: Leadership positions available within FBLA</b>
9/2	BMA-BT-6 Develop creditable research skills to use information from a variety of sources.	PowerPoint and Fireworks Famous Leader PP	What does a successful business leader/entrepreneur look like on paper?	<b>FBLA Friday: Leadership Skills</b>
9/8	BMA-BT-2 Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.	Publisher and Fireworks Magazine and Advertisements	How can graphic design and publication skills be used to build a marketing campaign/promotional items for a business?	<b>FBLA Friday: BAAs</b>
9/15	BMA-BT-2 Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.	Publisher and Fireworks Magazine and Advertisements	How can graphic design and publication skills be used to build a marketing campaign/promotional items for a business?	<b>FBLA Friday: BAAs (Future)</b>
9/22	BMA-BT-2 Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.	Publisher and Fireworks Magazine and Advertisements	How can graphic design and publication skills be used to build a marketing campaign/promotional items for a business?	<b>FBLA Friday: BAAs (Future)</b>

<b>9/29</b>	BMA-BT-2 Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.	<b>Publisher and Fireworks Magazine and Advertisements</b>	How can graphic design and publication skills be used to build a marketing campaign/promotional items for a business?	<b>FBLA Friday: BAAs (Future)</b>
<b>10/13</b>	BMA-BT-2 Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.	<b>Publisher and Fireworks</b>	How can students use graphic communication to focus layout and design processes to aid in the development of marketable and printable business design documents?	<b>FBLA Friday: Region Events</b>
<b>10/20</b>	BMA-BT-2 Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.	<b>Publisher and Fireworks</b>	How can students use graphic communication to focus layout and design processes to aid in the development of marketable and printable business design documents?	<b>FBLA Friday: Community Service</b>
<b>10/27</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.	<b>Word, Publisher, and Fireworks</b>	What are S.M.A.R.T Goals and how can they help you be successful?	<b>FBLA Friday: FBLA Presentation</b>
<b>11/3</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.	<b>Word, Publisher, and Fireworks</b>	What is the definition of a longterm and short-term goal? What are some of your longterm and short-term goals? What is the SMART goal format?	<b>FBLA Friday: March of Dimes</b>
<b>11/10</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.	<b>Word, Publisher, and Fireworks</b>	Are you a leader or a follower?	<b>FBLA Friday: March of Dimes</b>

<b>11/17</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.	<b>Publisher and Fireworks</b>	How can students use graphic communication to focus layout and design processes to aid in the development of marketable and printable business design documents?	<b>FBLA Friday: Region Event Prep</b>
<b>12/1</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.	<b>Publisher and Fireworks</b>	What qualities make a good leader?	<b>FBLA Friday: Region Event Prep</b>
<b>12/8</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.	<b>Publisher and Fireworks</b>	What qualities make a good leader?	<b>FBLA Friday: SWAYJ</b>
<b>12/15</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.	<b>Publisher and Fireworks</b>	<b>BENCHMARKS</b>	<b>FBLA Friday: SWAYJ</b>
<b>1/06</b>	BMA-BT-4 Manage data in spreadsheet software for effective use in a business environment.	<b>Excel</b>	How do I create a single use spreadsheet, format it and make a useful final product?	<b>FBLA Friday: Region Event Prep</b>
<b>1/12</b>	BMA-BT-4 Manage data in spreadsheet software for effective use in a business environment.	<b>Excel</b>	How do I analyze data, create a spreadsheet and create a chart?	<b>FBLA Friday: Region Event Prep</b>
<b>1/20</b>	BMA-BT-4 Manage data in spreadsheet software for effective use in a business environment.	<b>Excel</b>	How do you modify cell formats? How do I use cell referencing to add columns of data?	<b>FBLA Friday: BAAs (Business)</b>

1/26	<p>BMA-BT-1 Demonstrate employability skills required by business and industry.</p> <p>BMA-BT-3 Develop organizational communication skills through professional leadership, personal ethics, and customer/business relationships.</p>	<b>Multiple/Career Unit</b>	<p>Why do employers place so much value on a positive attitude so when hiring new employees?</p> <p>Which traits convey a positive attitude? What about a negative attitude?</p>	<b>FBLA Friday: BAAs (Business)</b>
2/2	<p>BMA-BT-1 Demonstrate employability skills required by business and industry.</p> <p>BMA-BT-3 Develop organizational communication skills through professional leadership, personal ethics, and customer/business relationships.</p>	<b>Multiple/Career Unit</b>	<p>Why do employers place so much value on a positive attitude so when hiring new employees?</p> <p>Which traits convey a positive attitude? What about a negative attitude?</p>	<b>FBLA Friday: BAAs (Business)</b>
2/9	<p>BMA-BT-1 Demonstrate employability skills required by business and industry.</p> <p>BMA-BT-3 Develop organizational communication skills through professional leadership, personal ethics, and customer/business relationships.</p>	<b>Multiple/Career Unit</b>	<p>Why it is important to use ethical behavior?</p> <p>Why would someone want to be ethical in his or her own life or at work?</p>	<b>FBLA Friday: State Submission Events</b>
2/16	<p>BMA-BT-1 Demonstrate employability skills required by business and industry.</p> <p>BMA-BT-3 Develop organizational communication skills through professional leadership, personal ethics, and customer/business relationships.</p>	<b>Multiple/Career Unit</b>	<p>What steps should you follow to make ethical decisions? Are these realistic guidelines for students to follow? Are these realistic guidelines for adults to follow?</p> <p>Would these guides make a difference for your decisionmaking?</p>	<b>FBLA Friday: State Event Prep</b>

<b>2/23</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.	<b>Multiple/FBLA Week</b>	What is FBLA and how is it beneficial to developing leadership and service?	<b>FBLA Friday: State Event Prep</b>
<b>3/2</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.	<b>Multiple/FBLA</b>	How can Exploration, Organization, Facilitating, and Reflection be used to develop meaningful leadership experiences?	<b>FBLA Friday: State Event Prep</b>
<b>3/9</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.	<b>Excel</b>	How do I navigate between spreadsheets in a workbook? How do I format cells? How do I work with shapes?	<b>FBLA Friday: State Event Prep</b>
<b>3/17</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.	<b>Excel</b>	Why are formulas used?  When is it better to use a function rather than a formula?	<b>FBLA Friday: State Event Prep</b>
<b>3/23</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.	<b>Excel</b>	What are the advantages of using a computerized spreadsheet in business and personal life?	<b>FBLA Friday: SLC</b>

<b>3/30</b>	BMA-BT-7 Acquire database skills to manage data in a business environment.	<b>Access</b>	How do I create and manage a database in Access? How can I create a report using Access?	<b>FBLA Friday: BAAs (Business)</b>
<b>4/13</b>	BMA-BT-7 Acquire database skills to manage data in a business environment.	<b>Access</b>	How do you create a database in Access? How do you create queries in Access? How do you create reports in Access? How do you insert pictures into a database form?	<b>FBLA Friday: BAAs (Business)</b>
<b>4/20</b>	BMA-BT-3 Develop organizational communication skills through professional leadership, personal ethics, and customer/business relationships.	<b>LONG TERM PROJECT</b>	World Travel Project --Excel --Access --PowerPoint --Adobe Software	<b>FBLA Friday: BAAs (Leader/America)</b>
<b>4/27</b>	BMA-BT-3 Develop organizational communication skills through professional leadership, personal ethics, and customer/business relationships.	<b>LONG TERM PROJECT</b>	World Travel Project --Excel --Access --PowerPoint --Adobe Software	<b>FBLA Friday: BAAs (Leader/America)</b>
<b>5/4</b>	BMA-BT-3 Develop organizational communication skills through professional leadership, personal ethics, and customer/business relationships.	<b>LONG TERM PROJECT</b>	World Travel Project --Excel --Access --PowerPoint --Adobe Software	<b>FBLA Friday: BAAs (Leader/America)</b>
<b>5/11</b>	BMA-BT-3 Develop organizational communication skills through professional leadership, personal ethics, and customer/business relationships.	<b>Portfolio</b>		<b>FBLA Friday: BAAs (Leader/America)</b>
<b>5/18</b>	BMA-BT-3 Develop organizational communication skills through professional leadership, personal ethics, and customer/business relationships.	<b>Portfolio</b>	<b>Benchmarks</b>	<b>FBLA Friday: BAAs (Leader/America)</b>