

CTAE SCOPE & SEQUENCE

Course Title and Number:

Business & Technology
07.44100

Teacher:

Week(s): 36

Unit/Lesson Title	Duration (Weeks)	Direct Explanation	GPS Standard(s)	CCGPS Standard(s)
Unit: 1 Lesson Title/Focus: Employability Skills	2	<ul style="list-style-type: none"> Students will identify soft skills; communicate effectively for business and personal use; examine work readiness qualities. The teacher will provide review materials on writing and speaking grammatically correct to improve interpersonal abilities and attain employability skills required by business and industry. 	BMA-BT 1: Demonstrate employability skills required by business and industry.	Writing: L11-12WHST4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. Literacy: L11-12RST7: Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., quantitative data, video, multimedia) in order to address a question or solve a problem. CCGPS Standards Text Complexity: Text Type: article, novel, blog, textbook, <u>other</u> Lexile Range: 925L–1185L
			EOPA Standards:	http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx
			SLO Standards:	TBD
	Learning Targets:	Students should be able to: write and speak grammatically correct in order to create and format professional business documents; read for comprehension; improve listening skills; model work readiness traits.		



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Unit/Lesson Title	Duration (Weeks)	Direct Explanation	GPS Standard(s)	CCGPS Standard(s)
Unit: 2 Lesson Title/Focus: Digital Technology	2	<ul style="list-style-type: none"> Students will become familiar with the use of digital technology in the workplace. The teacher will provide explanation and demonstration of these skills and transfer them to the students. Students will create an e-portfolio. 	BMA-BT 2: Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.	Writing: L11-12WHST4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. Literacy: L11-12RST7: Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., quantitative data, video, multimedia) in order to address a question or solve a problem. CCGPS Standards Text Complexity: Text Type: article, novel, blog, textbook, <u>other</u> Lexile Range: 925L–1185L
			EOPA Standards: SLO Standards:	http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx TBD
	Learning Targets:	Students will be able to: create a digital portfolio; understand the uses of digital technology in the workplace.		



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Unit/Lesson Title	Duration (Weeks)	Direct Explanation	GPS Standard(s)	CCGPS Standard(s)
Unit: 3 Lesson Title/Focus: Communication Skills	4	<ul style="list-style-type: none"> Students will use communication skills to acquire a job and use on the job. The teacher will provide explanation and demonstration of these skills and transfer them to the students. Students will practice good customer service skills. 	BMA-BT 3: Develop organizational communications skills through professional leadership, personal ethics, and customer/business relationships.	Writing: L11-12WHST6: Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information. Literacy: L11-12RST7: Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., quantitative data, video, multimedia) in order to address a question or solve a problem. CCGPS Standards Text Complexity: Text Type: article, novel, blog, textbook, <u>other</u> Lexile Range: 925L–1185L
			EOPA Standards:	http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx
			SLO Standards:	TBD
	Learning Targets:	Students will be able to: understand time management when submitting paperwork, complete a resume and cover letter, model clear communication.		



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Unit/Lesson Title	Duration (Weeks)	Direct Explanation	GPS Standard(s)	CCGPS Standard(s)
Unit: 4 Lesson Title/Focus: Employability Skills Research Skills	4	<ul style="list-style-type: none"> Students will identify and distinguish professional, business casual, and casual dress; research information on the internet and obey copyright laws to prevent plagiarism. The teacher will provide explanation and demonstration of these skills and transfer them to the students. 	BMA-BT 1: Demonstrate employability skills required by business and industry. BMA-BT 6: Examine basic human resources and the legal aspects of a business while incorporating the methods into business practices.	Writing: L11-12WHST8: Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the specific task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation. Literacy: L11-12RST7: Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., quantitative data, video, multimedia) in order to address a question or solve a problem. CCGPS Standards Text Complexity: Text Type: article, novel, blog, textbook, <u>other</u> Lexile Range: 925L–1185L
			EOPA Standards:	http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx
			SLO Standards:	TBD



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	Learning Targets:	Students will be able to: dress professionally; research without violating copyright laws and committing plagiarism.		
Unit/Lesson Title	Duration (Weeks)	Direct Explanation	GPS Standard(s)	CCGPS Standard(s)
Unit: 5 Lesson Title/Focus: Microsoft Excel	7	<ul style="list-style-type: none"> Students will be able use advanced skills in MS Excel; apply skills learned in MS Excel to real world experiences; create and analyze charts and chart data. The teacher will provide explanation and demonstration of these skills and transfer them to the students. 	BMA-BT 4: Manage data in spreadsheet software for effective use in a business environment. 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.	Writing: L11-12WHST6: Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information. 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. CCGPS Standards Text Complexity: Text Type: article, novel, blog, textbook, <u>other</u> Lexile Range: 925L–1185L
			EOPA Standards:	http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx
			SLO Standards:	TBD



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	Learning Targets:	Students will be able to: use advanced MS Excel features to create business documents; create, format, and analyze data in a spreadsheet and chart.		
Unit/Lesson Title	Duration (Weeks)	Direct Explanation	GPS Standard(s)	CCGPS Standard(s)
Unit: 6 Lesson Title/Focus: Leadership Skills Digital Technology	5	<ul style="list-style-type: none"> Students will create a digital portfolio; utilize the decision-making process for use in personal, school, or business environments; become familiar with the characteristics of a leader; differentiate leaders vs. managers. The teacher will provide explanation and demonstration of these skills and transfer them to the students. Students will work in teams to solve issues that occur in real world business situations. 	BMA-BT 2: Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity. 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.	Writing: L11-12WHST9: Draw evidence from informational texts to support analysis, reflection, and research. Literacy: L11-12RST7: Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., quantitative data, video, multimedia) in order to address a question or solve a problem. CCGPS Standards Text Complexity: Text Type: article, novel, blog, textbook, <u>other</u> Lexile Range: 1050L–1335L
			EOPA Standards:	http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx
			SLO Standards:	TBD
	Learning Targets:	Students will be able to: work in teams to solve issues in business using the decision-making process; complete a digital portfolio.		

