**First Semester**

| **Week** | **Unit or Topic** | **Description of Tasks and Activities Within Unit** |
| --- | --- | --- |
| 1 | Employability Skills | 1.1: Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities. |
| 2 | Employability Skills | 1.4: Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity. |
| 3 | Digital Technology | 2.2: Explore the applications of digital technology on the Internet for business and educational uses. |
| 4 | Digital Technology | 2.3: Create a digital portfolio to showcase knowledge and skills learned throughout pathway courses. |
| 5 | Project: Employability Skills and Digital Technology |  |
| 6 | EOPA Prep |  |
| 7 | Communication Skills | 3.2: Assure that important information is effectively conveyed in a timely fashion for business operations. |
| 8 | Communication Skills | 3.3: Communicate effectively for acquiring a job. |
| 9 | Communication Skills | 3.4: Explain and model the importance of clear and concise communication with customer interaction. |
| 10 | Communication Skills | 3.4: Explain and model the importance of clear and concise communication with customer interaction. |
| 11 | Project:Communication Skills |  |
| 12 | EOPA Prep |  |
| 13 | Employability Skills | 1.6: Present a professional image through appearance, behavior, and language. |
| 14 | Research Skills | 6.1: Demonstrate the ability to utilize electronic research tools to gather, manipulate, and report data in accepted business formats. |
| 15 | Research Skills | 6.2: Understand and apply copyright laws and risk of using plagiarized content. |
| 16 | Research Skills | 6.2: Understand and apply copyright laws and risk of using plagiarized content. |
| 17 | EOPA Prep |  |
| 18 | Semester Exam |  |

**Second Semester**

| **Week** | **Unit or Topic** | **Description of Tasks and Activities Within Unit** |
| --- | --- | --- |
| 19 | EOPA Prep |  |
| 20 | Microsoft Excel | 4.1: Manage the worksheet environment by navigating through a worksheet, printing a worksheet or workbook, and personalizing the environment. |
| 21 | Microsoft Excel | 4.3: Format cells and worksheets by applying and modifying cell formats, merging or splitting cells, creating row and column titles, hiding and revealing rows and columns, manipulate page setup options for worksheets, creating and applying cell styles. |
| 22 | Microsoft Excel | 4.5: Apply formulas and functions by creating formulas, enforcing precedence, applying cell references in formulas, applying conditional logic in a formula, applying named ranges in formulas, and applying cell ranges in formulas. |
| 23 | Microsoft Excel | 5.1: Present data visually by creating charts based on worksheet data, applying and manipulate illustrations, and creating and modifying images by using the Image Editor. |
| 24 | Microsoft Excel | 5.1: Present data visually by creating charts based on worksheet data, applying and manipulate illustrations, and creating and modifying images by using the Image Editor. |
| 25 | Microsoft Excel | 5.3: Analyze and organizing data by filtering data, sorting data, and applying conditional formatting. |
| 26 | Microsoft Excel | 5.3: Analyze and organizing data by filtering data, sorting data, and applying conditional formatting. |
| 27 | Project:Microsoft Excel |  |
| 28 | EOPA Prep |  |
| 29 | EOPA Administration |  |
| 30 | Leadership Skills | 8.4: Understand the basics of leadership and motivation. |
| 31 | Leadership Skills | 8.5: Determine necessary attributes to lead and motivate individuals, teams, and organizations. |
| 32 | Leadership Skills | 8.1: Comprehend, refine, and apply decision-making skills through classroom, family, community, and business and industry (work related) experiences. |
| 33 | Leadership Skills | 8.2: Analyze the complex responsibilities of the leader and follower and demonstrate the ability to both lead and follow. |
| 34 | Digital Technology | 2.3: Create a digital portfolio to showcase knowledge and skills learned throughout pathway courses. |
| 35 | Project:Leadership Skills |  |
| 36 | Semester Exam |  |