

**Bergen County Technical Schools (BCTS) Adult & Continuing Education**

**Business Administration & Management (BAM) Full-Time Hybrid Program**

**Course Curriculum Pacing Guide SY2024-2025**

**Course Pacing Guide**

The Business Administration and Management (BAM) is a seven hundred (700) hour hybrid program that requires students to register at <https://aemoodle.bergen.org/> using a Bergen.org email address provided by the school Tech Dept.

* The business and Marketing module consists of learning professional business skills, Entrepreneurial skills, learning how to effectively market business and products, and how to maintain professionalism in daily work life. Upon completion of this module, you will sit for the Entrepreneurship and Small Business Certification.
* The CompTIA LearnTech+ Exam is highly comprehensive. The work and hours you need to put in will be extensive, but necessary to pass the Certification exam, and it will be nothing you cannot handle.
* The Microsoft Module consists of three main areas of study: Word, Excel, and PowerPoint. We will talk about Access and Outlook, but the focus will be on the three which you will choose your certification exam on. Feel Free to use YouTube or other resources related to Microsoft, but make sure its 2019 version or newer.
* In the QuickBooks component of the program, you are working on Setting up companies, adding services, vendors, customers, and banking. Feel free to use YouTube or any other resource you find related to QuickBooks, but keep in mind that you need to always choose QuickBooks **ONLINE**, not desktop or pro. Upon completion you will sit for the QuickBooks online Certification.

**Course Schedule**

Weekly and or Daily you must sign into Moodle to see assignments.

Use this guide to check off as you complete assignments.

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| **Week** | **Assignments** |
| **1** | * Class set up. Emails, Binders, policies, and procedures. * Moodle: Intro to Business Module.   + ONET-Interest Profiler   + Business     - Career Path     - Types of Business and Supply Chain     - Critical Thinking     - Professionalism   + Customer Service & Communication   + Simon Sinek: Ted Talk-Start with Why     - Why worksheet   + Website Design |
| **1-2** | * Moodle: Intro to Business Module: Entrepreneurship * EDPuzzle: What is an Entrepreneur? * Unit 1: Preparing   + Chapter 1: Characteristics of Planning     - Vocabulary     - Read Chapter     - Complete S.M.A.R.T. Worksheet     - Answer Questions on page 16. Upload via Moodle.     - Complete the following activities:       * Read & Write       * Build It       * Chapter 2: Idea Generation     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Build It       * Chapter 3: Business Plan     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Build It       * UNIT 1 ASSESSMENT :Open Book |
| **3** | * Moodle: Intro to Business Module   + - * UNIT 2: PLANNING       * Chapter 4: Market Research Process     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Build It       * Chapter 5: Business Types     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Build It       * Chapter 6: Budgeting and Accounting     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Build It       * Intuit: Entrepreneurial Finance   + Basics of Entrepreneurial Finance   + Financial Planning & Analysis     - * Chapter 7: Sources of Funding     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Build It       * Intuit: Entrepreneurial Finance   + Financing Strategies for Small Businesses   + Financial Management & Control     - * Chapter 8: Economics of Entrepreneurship     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Build It   UNIT 2 ASSESSMENT : Open Book |
| **4** | * Moodle: Intro to Business Module.   + - * Unit 3: Leading       * Chapter 9: Business Leadership     - Vocabulary     - Read Chapter     - Look up Organizations on page 191. Which one is your favorite? Why? In what ways are they the same? Different?     - Complete the following activities:       * Read & Write       * Build It       * Chapter 10: Business Communication     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Build It       * Chapter 11: Ethical and Legal Considerations     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * The Corporation Documentary and Worksheets.       * Build It       * UNIT 3 ASSESSMENT: Open Book       * Unit 4: Managing       * Chapter 12: Foundations of Management     - Vocabulary     - Read Chapter     - With knowledge learned, can you update your S.M.A.R.T. Goal from Ch.1?     - Complete the following activities:       * Read & Write       * Build It       * Chapter 13: Human Resources     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Build It       * Chapter 14: Product Development     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Test your Knowledge and Topic Questions       * Build It       * Chapter 15: Managing Risk     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Build It       * UNIT 4 ASSESSMENT: Open Book |
| **5** | * + - * UNIT 5: MARKETING       * Chapter 16: Marketing and Selling     - PWPT     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Test your Knowledge and Topic Questions       * Hubspot Academy: Social Media Marketing Certification       * Build It       * Chapter 17: Marketing Mix     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Test your Knowledge and Topic Questions       * Selling Activity       * Build It       * UNIT 5 ASSESSMENT: Open Book * UNIT 6: GROWING   + - * Chapter 18: Growth strategies     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Build It       * Chapter 19: Exit Strategies     - Vocabulary     - Read Chapter     - Complete the following activities:       * Read & Write       * Build It       * Intuit: Entrepreneurial Finance   + Exit Strategies & Business Valuation   + Entrepreneurial Finance Unit Wrap Up * UNIT 6 ASSESSMENT: Open Book * BUILT-IT PROJECT DUE- Email finished project to your instructor. * CERTIFICATION |
| **6** | * OSHA |
| **7-8** | TestOut: LabSim, Study.com, Computer Hope, ITPROTV. Set up accounts, discuss.  TestOut LabSim Learn Tech + : Module 1: Understanding Tech Basics  ITPROTV VIDEOS:# 10,14-20   * 1.1: Use Technology as a Resource   + 1.1.1: Technology as a Resource   + 1.1.3 Digital Citizenship   + 1.1.4 When Tech Goes Wrong * 1.2 Explore the Computing Cycle   + 1.2.1 Input, Processing, Storage and Output   + 1.2.2 What is Input   + 1.2.3 What is Processing   + 1.2.4 What is Storage   + 1.2.5 What is Output   + 1.2.6 Review * 1.3 Recognize Computing Devices   + 1.3.1 Computers   + 1.3.2 Mobile Devices   + 1.3.3 Gaming Devices   + 1.3.4 The Internet of Things (IoT)   + 1.3.5 Review and Worksheet * 1.4 Careers in Tech * 1.5 Module Quiz   TestOut: LabSim: Module 2: Data and Privacy   * 2.1 Understanding Your Data   + 2.1.1 The Importance of Your Data   + 2.1.2 Types Of Personal Data   + 2.1.3 How Companies Use Your Data   + 2.1.4 Cookies   + 2.1.5 Monetizing Data   + 2.1.6 Review * 2.2 Data Privacy   + 2.2.1 Privacy in Social Media   + 2.2.2 Privacy in Communications   + 2.2.3 Privacy Settings   + 2.2.4 Privacy in Artificial Intelligence (AI)   + 2.2.5 Privacy Regulations   + 2.2.6 Review * 2.3 Passwords and Encryption   + 2.3.1 Encryption Basics   + 2.3.2 Encrypting Data   + 2.3.3 What needs a password?   + 2.3.4 Password Management   + 2.3.5 Should I change my Password?   + 2.3.7 LAB: Resetting a Password   + 3.3.8 Review and Worksheet * 2.4 Careers in Data and Privacy * 2.5 Module Quiz   TestOut LabSim: Module 3: Internet Technologies   * IT PRO TV Videos #9 * 3.1 Identifying Internet Basics   + 3.1.1 Internet is Everywhere   + 3.1.2 What is the Internet   + 3.1.3 Web Pages and Web Sites   + 3.1.4 Web Browsers   + 3.1.5 Safe Internet Browsing   + 3.1.6 LAB: Safe Browsing Best Practices   + 3.1.7 Review * 3.2 Using a Web Browser   + 3.2.1 Personalize the Browser   + 3.2.2 Customize the Browser Appearance   + 3.2.3 Understand Browser Add-On   + 3.2.4 Use Browser Privacy Features   + 3.2.5 Maintain the Browser   + 3.2.6 Clear Browser Cache   + 3.2.8 LAB: Use the Browser   + 3.2.9 Lesson Review |

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|  | * 3.3 Internet Service Providers * 3.3.1What is an Internet Service Provider (ISP)? * 3.3.2 Understanding ISP Equipment and Performance * 3.3.3 Cable Internet * 3.3.4 LAB: Introduction to the Lab Environment * 3.3.5 Set up a small office or home office network * 3.3.6 LAB: Connect a Cable Modem * 3.3.7 Digital Subscriber Line (DSL) Internet * 3.3.8 LAB: Connect Fiber Optic Cables * 3.3.9 Fiber Internet * 3.3.10 LAB: Connect Fiber Optic Cables * 3.3.11 Wireless Internet * 3.3.12 Other Wireless Connections * 3.3.13 LAB: Place Outdoor Wireless Antennas * 3.3.14 Review and Worksheet * 3.4 Careers in Internet Technologies * 3.5 Module Quiz   TestOut Labsim: Section 4: Cybersecurity   * IT PRO TV Videos #30-34 * 4.1 Basic Security Concepts   + 4.1.1 Security Strategies   + 4.1.2 Device Security   + 4.1.3 Authentication Factors   + 4.1.4 LAB: Authenticating on a Device   + 4.1.5 Authorization Factors   + 4.1.6 Authorization Basics   + 4.1.8 Accounting and Tracking   + 4.1.9 Clear Browser History   + 4.1.10 LAB: Clear Browser History   + 4.1.11 Review * 4.2 Identify Common Security Threats   + 4.2.1 Social Engineering Overview   + 4.2.2 Types of Social Engineering   + 4.2.3 Phishing and Smishing   + 4.2.4 Malware and Spyware   + 4.2.5 Review * 4.3 Security Tools and Software   + 4.3.1 Security Tools in Practice   + 4.3.2 Firewalls   + 4.3.3 Antivirus Software   + 4.3.4 Check for Anti-Malware on a Machine   + 4.3.5 LAB: Check for Anti-Malware on a Machine   + 4.3.6 Software Patching and Updates   + 4.3.7 LAB: Run an OS Patch or Update   + 4.3.8 Review and Worksheet * 4.4 Careers in Cybersecurity * 4.5 Module Quiz * 4.6 CheckPoint Review   TestOut Labsim: Section 5 Networking   * IT PRO TV Videos #21-23 * 5.1 Binary and Other Numbering Systems   + 5.1.1 Binary Basics   + 5.1.2 Binary as Storage   + 5.1.3 Hexadecimal and Octal Systems   + 5.1.4 Lesson Review * 5.2 Basic Networking Concepts   + 5.2.1 What is a Network to Me?   + 5.2.2 What Does a Network Do?   + 5.2.3 Network Ports   + 5.2.4 Network Addresses   + 5.2.5 Lab: Explore Network Identifiers   + 5.2.6 Lesson Review * 5.3 How Networks Work   + 5.3.1 Networking Models   + 5.3.2 Local Network Types   + 5.3.3 Lab: Build a Small Office Network   + 5.3.4 Wide Area Network Types   + 5.3.5 Networking Devices   + 5.3.6 Wired Network Connectors   + 5.3.7 Wireless Network Connectors   + 5.3.8 Connecting to a Wireless Network   + 5.3.9 Lab: Explore Network Communications   + 5.3.10 Lesson Review * 5.4 Small Wireless Network Specifications   + 5.4.1 Understanding Small Wireless Networks   + 5.4.2 Wireless Network Standards   + 5.4.3 Wireless Network Speed   + 5.4.4 Wireless Band Options   + 5.4.5 Securing Small Wireless Networks   + 5.4.6 Secure a Small Wireless Network   + 5.4.7 Lab: Secure a Small Wireless Network   + 5.4.8 Lesson Review * 5.5 Virtualization on the Network   + 5.5.1 What is Virtualization?   + 5.5.2 What is the Cloud?   + 5.5.3 Hypervisors and Guest Operating Systems   + 5.5.4 Hardware and Virtual Machines (VMs)   + 5.5.5 Explore Virtualization   + 5.5.6 Lab: Explore Virtualization   + 5.5.7 Review and Worksheet * 5.6 Careers in Networking * 5.7 Module Quiz   Once complete, you may go to study.com, YouTube, google classroom, or  any other teacher given resource. |
| **9** | TestOut LabSim: Section 6: Applications and software   * IT PRO TV Videos #7-8 * 6.1 Common Applications   + 6.1.1 What is Software?   + 6.1.2 Web Browsing Software   + 6.1.3 Email Software 6.1.4 Use Microsoft Outlook   + 6.1.5 Lab: Use Microsoft Outlook   + 6.1.6 Messaging Software   + 6.1.7 Review * 6.2 Productivity Software   + 6.2.1 What is Productivity Software?   + 6.2.2 Collaboration Software   + 6.2.3 Work Management Software   + 6.2.4 Use File Sharing Software   + 6.2.5 Lab: Use File Sharing Software   + 6.2.6 Remote Assistance Software   + 6.2.7 Word Processing Software   + 6.2.8 Use Microsoft Word   + 6.2.9 Lab: Use Microsoft Word   + 6.2.10 Spreadsheet Software   + 6.2.11 Lab: Use Microsoft Excel   + 6.2.12 Presentation Software   + 6.2.13 Use Microsoft PowerPoint   + 6.2.14 Lab: Use Microsoft PowerPoint   + 6.2.15 Diagramming and Graphics Software   + 6.2.16 Software for Every Job   + 6.2.17 Review * 6.3 Safely Managing Software   + 6.3.1 Where Do We Find Software?   + 6.3.2 Trusted Sources for Software   + 6.3.3 Software Licensing   + 6.3.4 Installing Software   + 6.3.5 Managing Applications   + 6.3.6 Removing Software   + 6.3.7 Practice Installing & Removing Software   + 6.3.8 Lab: Practice Installing & Removing Software   + 6.3.9 Review * 6.4 The CompTIA Troubleshooting Methodology   + 6.4.1 Standardize the Troubleshooting Process   + 6.4.2 Identify the Problem   + 6.4.3 Establish a Theory of Probable Cause   + 6..4 Test the Theory   + 6.4.5 Establish a Plan and Implement the Fix   + 6.4.6 Confirm the Solution Works   + 6.4.7 Document Your Findings   + 6.4.8 Review and Worksheet * 6.5 Careers in Apps and Software * 6.6 Module Quiz   TestOut LabSim Section 7: Operating Systems  ITPROTV Videos # 5-6   * 7.1 What is an Operating System?   + 7.1.1 Operating System Basics   + 7.1.2 Types of Operating Systems   + 7.1.3 Text-Based Operating Systems   + 7.1.4 Lab: Explore Operating Systems - Linux   + 7.1.5 Visual Operating Systems   + 7.1.6 Lab: Explore Operating Systems – iOS   + 7.1.7 Lab: Explore Operating Systems – Windows   + 7.1.8 Configure Windows OS   + 7.1.9 Lab: Configure Windows OS   + 7.1.10 Lesson Review * 7.2 What Does an Operating System Do?   + 7.2.1 Drivers and Devices   + 7.2.2 Lab: Update Drivers   + 7.2.3 Application Management   + 7.2.4 Lab: Manage Applications   + 7.2.5 Task Management   + 7.2.6 System Services   + 7.2.7 Lab: Manage Services   + 7.2.8 Lesson Review * 7.3 Files   + 7.3.1 Disk Management and Files   + 7.3.2 Working with Files   + 7.3.3 Types of Files   + 7.3.4 Managing Files   + 7.3.5 Manage Files and Folders   + 7.3.6 Lab: Manage Files and Folders   + 7.3.7 Lesson Review * 7.4 Data Backup   + 7.4.1 What Data Should I Back Up?   + 7.4.2 System Backups   + 7.4.3 Create a Backup   + 7.4.4 Lab: Create a Backup   + 7.4.5 Local Backups   + 7.4.6 Cloud Backups   + 7.4.7 Restoring Data   + 7.4.8 Review and Worksheet * 7.5 Careers in Operating Systems * 7.6 Module Quiz   Once Complete, you may go to Study.com, YouTube, Google classroom, or  any other teacher given resource. |
| **10** | TestOut Lab Sim: Section 8: Hardware   * IT PRO TV Video # 14-20 * 8.1 Units of Speed and Capacity   + 8.1.1 Storage Units   + 8.1.2 Throughput Units   + 8.1.3 Processing Speed   + 8.1.4 Lesson Review * 8.2 What's Inside a Computer?   + 8.2.1 The Motherboard   + 8.2.2 The Firmware and BIOS   + 8.2.3 The Central Processing Unit (CPU)   + 8.2.4 The Memory   + 8.2.5 The Graphics Processing Unit (GPU)   + 8.2.6 The Network Interface Card (NIC)   + 8.2.7 Lab: Explore the Inside of a Computer   + 8.2.8 Lesson Review * 8.3 Storage Types   + 8.3.2 Computer Storage   + 8.3.3 Network Storage   + 8.3.4 Cloud Storage   + 8.3.5 Lesson Review * 8.4 What Can I Connect to My Device?   + 8.4.1 Keyboard and Mouse   + 8.4.2 Lab: Set Up a Computer   + 8.4.3 Video and Audio Devices   + 8.4.4 Printers and Scanners   + 8.4.5 Uninterruptible Power Supplies   + 8.4.6 Lab: Install a UPS   + 8.4.7 Lesson Review * 8.5 Installing Connected Devices   + 8.5.1 Plug-n-Play Installation   + 8.5.2 Driver Installation   + 8.5.3 Updating Drivers   + 8.5.4 Connect to a Printer   + 8.5.5 Lab: Connect to a Printer   + 8.5.6 Review and Worksheet * 8.6 Careers in Computer Hardware * 8.7 Module Quiz 8.8 Checkpoint Review |

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| **11-12** | TestOut LabSim: Section 9: Databases  ITPROTV Videos #11,27,28   * 9.1 Database Basics   + 9.1.1 What is a Database?   + 9.1.2 Explore an Access Database   + 9.1.3 Lab: Explore an Access Database   + 9.1.4 Database vs. Spreadsheet   + 9.1.5 Add a Record   + 9.1.6 Lab: Add a Record   + 9.1.7 Working With a Database   + 9.1.8 Lab: Run a Report in a Database   + 9.1.9 Database Location and Access   + 9.1.10 Lesson Review * 9.2 Types of Databases   + 9.2.1 Database Structure   + 9.2.2 Relational and Non-Relational Databases   + 9.2.3 Key-Value Databases   + 9.2.4 Document Databases   + 9.2.5 Lesson Review * 9.3 Relational Databases   + 9.3.1 Schema in a Relational Database   + 9.3.2 Tables in a Relational Database   + 9.3.3 Primary and Foreign Keys   + 9.3.4 Lab: Ensure Valid Input   + 9.3.5 Review and Worksheet * 9.4 Careers in Databases * 9.5 Module Quiz   TestOut LabSim: Section 10: Coding  IT PRO TV Videos # 11   * 10.0 Coding   + 10.1 What is Coding?   + 10.1.1 Coding Overview   + 10.1.2 What is a Programming Language?   + 10.1.3 Compiled Languages   + 10.1.4 Interpreted Languages   + 10.1.5 Assembly Languages   + 10.1.6 Query Languages   + 10.1.7 Lesson Review * 10.2 Planning a Coding Project   + 10.2.1 Define What the Program Should Do   + 10.2.2 Map Out the Program Sequence   + 10.2.3 Pseudocode   + 10.2.4 Lesson Review * 10.3 Variables and Data Types   + 10.3.1 What is a Variable in Program Code?   + 10.3.2 Why Variable Types?   + 10.3.3 Number Types   + 10.3.4 Characters and Text   + 10.3.5 Encoding Characters   + 10.3.6 Booleans and Logic   + 10.3.7 Arrays   + 10.3.8 Lesson Review * 10.4 Coding Principles   + 10.4.1 Simple Program Flow   + 10.4.2 Code Documentation   + 10.4.3 Branching   + 10.4.4 Code Visualizer Lab: If...Else Statement   + 10.4.5 Looping   + 10.4.6 Code Visualizer Lab: For Loop   + 10.4.7 Code Visualizer Lab: For Loop with Array   + 10.4.8 Code Visualizer Lab: While Loop   + 10.4.9 Functions   + 10.4.10 Code Visualizer Lab: Function   + 10.4.11 Object-Oriented Programming   + 10.4.12 Troubleshooting and Debugging   + 10.4.13 Review and Worksheet * 10.5 Careers in Coding * 10.6 Module Quiz   Once Complete, you may go to Study.com, YouTube, Google classroom, or any other teacher given resource.  Test Out LabSim: Section 11: The Future of Tech   * 11.1 Leading Technologies   + 11.1.1 What is AI?   + 11.1.2 Using Generative AI   + 11.1.3 Quantum Computing   + 11.1.4 Storage   + 11.1.5 Automation   + 11.1.6 Robotics   + 11.1.7 Virtual Reality   + 11.1.8 Your Place in the Future of Tech   + 11.1.9 Lesson Review   + CERTIFICATION |
| **13** | EXTRA WEEK BUILT IN FOR COMPTIA IF NEEDED |
| **14** | MICROSOFT OFFICE SPECIALIST (MOS)PACING BASED ON CHOICE OF STUDY: EXCEL, POWERPOINT, WORD. Follow along with  guide emailed to your school email. |
| **15** | MOS |
| **16** | MOS |
| **17** | MOS |
| **18** | MOS |
| **19** | Extra week for MOS if needed Certification |
| **20** | * Accounting: Moodle Activities and Study.com * Economics: Moodle Activities and Study.com * Personal Financial Literacy   + Intuit: Complete all lessons for each section below:     - Importance of Financial Literacy     - Money Mindsets     - Banking     - Budgeting     - Savings     - Credit     - Investing     - Insurance     - Taxes     - Economics     - Personal Finance Course Review |

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| **21-23** | * GMETRIX/LEARN KEY Domain 1: * Lessons 1-5 * GMETRIX/LEARN KEY Domain 2 * Lessons 1-5 * GMETRIX/LEARN KEY Domain 3 * Lessons 1-5 * GMETRIX/LEARN KEY Domain 4 * Lessons 1-5 * GMETRIX/LEARN KEY Domain 5 * Lessons 1-5 * GMETRIX PRACTICE TESTS * PRACTICE EXERCISES, INTUIT EDUCATION: Green Tree…. * YouTube videos * Study.com * CERTIFICATION |