

CCP PROGRAMS

CAREER TECHNICAL PATHWAY - OFFICE ADMINISTRATION

1. The student will be able to identify the components of a business letter and write a business letter using the correct format and content.

2. The student will be able to identify the components of a business report and write a business report using the correct format and content.

3. The student will be able to identify the components of a business proposal and write a business proposal using the correct format and content.

4. The student will be able to identify the components of a business contract and write a business contract using the correct format and content.

5. The student will be able to identify the components of a business agreement and write a business agreement using the correct format and content.

6. The student will be able to identify the components of a business plan and write a business plan using the correct format and content.

7. The student will be able to identify the components of a business budget and write a business budget using the correct format and content.

8. The student will be able to identify the components of a business forecast and write a business forecast using the correct format and content.

9. The student will be able to identify the components of a business strategy and write a business strategy using the correct format and content.

10. The student will be able to identify the components of a business policy and write a business policy using the correct format and content.

11. The student will be able to identify the components of a business procedure and write a business procedure using the correct format and content.

12. The student will be able to identify the components of a business manual and write a business manual using the correct format and content.

Career Technical Pathways

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