

## **IN-HOUSE TRAINING**

Business and Computer Technology  
Girard High School  
BURNICK

### 1st Semester:

### Competency Followed

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|--|------------------------------|
| 1. Filling Out Job Application         | IHT: A3                      |
| 2. Typing Personal Resume              | IHT: B5,7                    |
| 3. Create Community Flyers, Posters    | IHT: A1,5,8; BI; D3          |
| 4. Create, type, sort, mail Thank Yous | IHT: A1; BI; B4              |
| 5. Work with Community Businesses      | IHT: A5-10; D1-3             |
| 6. Math Strategy                       | IHT: C2                      |
| 7. Reading Strategy                    | IHT: C1                      |
| 8. Veterans Day Video Production       | IHT: B2; B5                  |
| 9. All School Video Production         | IHT: B5; D3                  |
| 10. Designing Business Dept. Web Page  | IHT: A1, A4, A7-8, A10; B5-6 |
| 11. MM Activity Account                | IHT: B3                      |
| 12. Field Trip/Guest Speaker           | IHT: A3                      |
| 13. Maintaining Time/Job Sheets        | IHT: A; D                    |

### 2nd Semester:

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|--|------------------------------|
| 1. Create Community Flyers, Posters    | IHT: A1,5,8; BI; D3          |
| 2. Create, type, sort, mail Thank Yous | IHT: A1; BI; B4              |
| 3. Work with Community Businesses      | IHT: A5-10; D1-3             |
| 4. Math Strategy                       | IHT: C2                      |
| 5. Reading Strategy                    | IHT: C1                      |
| 6. All School Video Production         | IHT: B5; D3                  |
| 7. Maintain Business Dept. Web Page    | IHT: A1, A4, A7-8, A10; B5-6 |
| 8. Maintain MM Activity Account        | IHT: B3                      |
| 9. Field Trip/Guest Speaker            | IHT: A3                      |
| 10. Maintaining Time/Job Sheets        | IHT: A; D                    |