

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 contract and write a business contract using the correct format and content.

Career Technical Pathways

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

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

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

