

- Courses
- Reports
- Admin
- Help
- Account Info
- Login/Logout

Editable Course Based Curriculum Map Current as of October 15, 2010 at 13:18:49

[Return to Main Courses Page](#) | [Show Edit View](#)
[Course Management View](#)
 (use for reordering and copying course content)

Professional Business Procedures

Unit	Content / Concepts	Skills	Essential Questions	Activities	Resources	Assessments	Lesson Plans	State Standards	WKCE- CRT Framework
(Ongoing) Ethics	<ul style="list-style-type: none"> • Ethics 	<ul style="list-style-type: none"> • Respond to business ethical issues. • Analyze problems businesses face. • Critique co-worker's statements using constructive criticism. 			<ul style="list-style-type: none"> • (Software) Microsoft Word • (Book) The Office 5e. Oliverio, Pasewark & White, Thomson Publishing, 2007. 			<ul style="list-style-type: none"> • (Business) BS-A-12.4 • (Business) BS-A-12.5 • (Business) BS-A-12.8 • (Business) BS-B-12.1 • (Business) BS-B-12.2 • (Business) BS-A-12.11 	
(September) Digital and Social Communications	<ul style="list-style-type: none"> • Oral communication • Social media communications 	<ul style="list-style-type: none"> • Effectively communicate with others. • Use Twitter to develop a Personal Learning Network • Utilize social media tools (such as TweetDeck) to organize and research information. 			<ul style="list-style-type: none"> • (Software) Microsoft Word • (Book) The Office 5e. Oliverio, Pasewark & White, Thomson Publishing, 2007. • (Other) Twitter • TweetDeck • Blogs • MiKs 			<ul style="list-style-type: none"> • (Business) BS-A-12.6 • (Business) BS-A-12.7 • (Business) BS-A-12.8 • (Business) BS-A-12.10 • (Business) BS-A-12.11 • (Business) BS-A-12.12 • (Business) BS-A-12.13 • (Business) BS-A-12.14 • (Business) BS-A-12.15 • (Business) BS-A-12.16 • (Business) BS-A-12.17 • (Business) BS-A-12.18 • (Business) BS-A-12.19 • (Business) BS-A-BS-11 • (Business) BS-B-12.1 • (Business) BS-B-12.2 • (Business) 	

		word usage (affect/effect, all together/allogether, advise/advice, etc.). Understand and demonstrate correct capitalization usage.			Communication Skills for the Processing of Words 5th Edition. Reiff. Thomson Publishing. 2005.				
· (October) Business Calculations	· Accuracy and Money Management	· Calculate profit/loss. Calculate markup. Calculate salary and overtime. Calculate cost per unit (ounce, pound, etc.)			· (Other) Calculator · (Software) Microsoft Excel		· (Business) BS-C.12.4 · (Business) BS-C.12.6 · (Business) BS-C.BS.2 · (Business) BS-C.BS.6 · (Business) BS-C.BS.7		
· (October) Records Management	· Organization	· Demonstrate filing rules for individuals. Demonstrate filing rules for businesses. Demonstrate filing rules for government agencies. Demonstrate filing rules for same individual names/business etc.			· (Software) Microsoft Word · (Book) Alphabetic Indexing Rules 4th edition. Joseph S. Fessagan. Thomson Publishing. 2003. · (Software) Alphabetic Indexing. Thomson Publishing		· (Business) BS-B.12.21 · (Business) BS-B.BS.17 · (Business) BS-J.12.7 · (Business) BS-J.12.8 · (Business) BS-J.BS.1		
· (November) Written Communications	· Communication with customers and employees.	· Write a good news letter--formatting it correctly and using the 3 basic steps. Write a bad news letter--formatting it correctly and using the 5 basic steps.			· (Software) Microsoft Word · (Book) The Office 5e. Oliverio, Pasewark & White. Thomson Publishing. 2007.		· (Business) BS-A.12.1 · (Business) BS-A.12.2 · (Business) BS-A.12.4 · (Business) BS-A.12.5 · (Business) BS-A.12.18 · (Business) BS-B.12.2 · (Business) BS-B.12.10 · (Business) BS-J.12.1		
· (November) Business Travel Preparation	· Travel and Event Planning	· Plan a business trip for 2 people to a different state. Calculate an			· (Software) Microsoft Word · (Software) Microsoft Excel		· (Business) BS-A.12.12 · (Business) BS-A.12.16 · (Business)		

<p>expense report Create an itinerary. Research cost effective prices for airline tickets, rental cars, hotels, food, etc. Practice time management. Demonstrate scheduling skills.</p>	<p>Appreciation of Culture and Customs</p>	<p>Prepare for travel to a foreign country. Research customs and traditions than a businessperson would encounter on travel and need to know. Interpret basic phrases. Understand gift giving traditions. Design a PowerPoint presentation to communicate information. Utilize PowerPoint skills (transitions, custom animation, timing, color/layout) to give a presentation.</p>			<p>(Software) Microsoft PowerPoint (Other) Pod Touch application: World Customs and Cultures</p>		<p>BS-A.12.19 • (Business) BS-B.12.1 • (Business) BS-B.12.3 • (Business) BS-B.12.4 • (Business) BS-B.12.19 • (Business) BS-B.BS.5 • (Business) BS-B.BS.14 • (Business) BS-C.12.3 • (Business) BS-C.12.6 • (Business) BS-C.BS.7 • (Business) BS-H.BS.1 • (Business) BS-H.BS.6 • (Business) BS-J.12.1 • (Business) BS-J.12.8 • (Business) BS-K.12.1</p>		
<p>(November) Global Customs and Travel</p>	<p>Appreciation of Culture and Customs</p>	<p>Prepare for travel to a foreign country. Research customs and traditions than a businessperson would encounter on travel and need to know. Interpret basic phrases. Understand gift giving traditions. Design a PowerPoint presentation to communicate information. Utilize PowerPoint skills (transitions, custom animation, timing, color/layout) to give a presentation.</p>			<p>(Software) Microsoft PowerPoint (Other) Pod Touch application: World Customs and Cultures</p>		<p>BS-A.12.9 • (Business) BS-A.12.11 • (Business) BS-A.12.12 • (Business) BS-A.BS.5 • (Business) BS-A.BS.8 • (Business) BS-A.BS.12 • (Business) BS-B.12.14 • (Business) BS-B.BS.8 • (Business) BS-G.12.4 • (Business) BS-G.12.6 • (Business) BS-G.12.7 • (Business) BS-G.12.8 • (Business) BS-G.12.9 • (Business) BS-G.BS.3 • (Business) BS-G.BS.6 • (Business) BS-G.BS.8 • (Business)</p>		

<ul style="list-style-type: none"> • (December) Event Planning 	<ul style="list-style-type: none"> • Organization, Communication, and Event Planning 	<ul style="list-style-type: none"> • Plan a three day event with multiple activities within a team. • Utilize all previous skills learned in class from oral and written communication to organization and effective money management. 		<ul style="list-style-type: none"> • (Software) Microsoft Word • (Software) Microsoft Excel • (Software) Microsoft PowerPoint 	<ul style="list-style-type: none"> • (Business) BS-G,BS,10 • (Business) BS-G,BS,11 • (Business) BS-G,BS,12 • (Business) BS-G,BS,13 • (Business) BS-G,BS,14 • (Business) BS-G,BS,17 	
---	---	--	--	--	--	--

								<ul style="list-style-type: none"> • (Business) BS-J.12.5 • (Business) BS-J.12.6 • (Business) BS-J.12.7 • (Business) BS-J.12.8 • (Business) BS-J.12.10 • (Business) BS-J.12.12 • (Business) BS-J.12.13 • (Business) BS-J.BS.1 • (Business) BS-J.BS.2 • (Business) BS-J.BS.5 • (Business) BS-J.BS.6 • (Business) BS-J.BS.9 • (Business) BS-J.BS.10 • (Business) BS-J.BS.11 	
<ul style="list-style-type: none"> • (January) Marketing 	<ul style="list-style-type: none"> • Design and Marketing of a Business 	<ul style="list-style-type: none"> • Design print communications to start a business. • Develop Ideas to promote the business. • Develop a marketing plan. • Design an exhibit booth. • Become a successful vendor at a Snack Convention. 			<ul style="list-style-type: none"> • (Other) Microsoft Word 			<ul style="list-style-type: none"> • (Business) BS-A.12.5 • (Business) BS-A.12.9 • (Business) BS-A.12.11 • (Business) BS-A.12.12 • (Business) BS-A.12.13 • (Business) BS-A.12.16 • (Business) BS-A.12.19 • (Business) BS-A.12.20 • (Business) BS-A.BS.11 • (Business) BS-B.12.4 • (Business) BS-B.12.13 • (Business) BS-B.12.19 • (Business) BS-F.12.5 • (Business) BS-F.BS.3 • (Business) BS-F.BS.5 • (Business) BS-F.BS.8 • (Business) BS-A.12.1 	