Conneaut School District – Business Education Curriculum Map

Course: Integrated Business Education **Grades:** 10th – 12th Elective **Time:** 90 Days/45 min. per day

Time-Line	CONTENT	STANDARDS	SKILLS	ASSESSMENT
5 days	**UNIT 1: SALES & MARKETING** • Chapter 1: Preparing Marketing and Administrative Documents	1.1C 2.5A 3.7C 3.7D 3.7E	• Create Folders & Prepare Letters • Format Reading List • Create Petty Cash Table • Use Desktop Publishing for Stickers and Thank-You Note • Prepare Section of Policy Manual/Research River Classifications/Prepare Injury Follow-up Form	• Daily projects • Assignment/Vocabulary sheets • Bell ringers
5 days	**UNIT 1: SALES & MARKETING** • Chapter 2: Creating Personnel Documents	1.1C 3.7C 3.7D 3.7E	• Create Organization Chart • Prepare Job Descriptions • Create Name Cards • Prepare Information Sheet • Continue Work on Manual/Prepare Guide Information/Research Topics	• Daily projects • Assignment/Vocabulary sheets • Bell ringers
5 days	**UNIT 1: SALES & MARKETING** • Chapter 3: Preparing Administrative Documents	1.1C 3.7C 3.7D 3.7E	• Create List of Food Service Options • Prepare Agenda and Minutes • Produce Rafting Checklists • Generate Employee List and Directory • Create Marketing Materials and continue work on Manual	• Daily projects • Assignment/Vocabulary sheets • Bell ringers • Application Test for Projects 1 – 3

Time	Unit / Chapter	Standards	Activities	Assessment
5 days	**UNIT 1: SALES & MARKETING** • Chapter 4: Materials to Promote the Company	1.1C 3.7C 3.7D 3.7E	• Prepare Fax Cover Sheet, Stationery, and Notepads • Create Printed, Onscreen, and Online Forms • Create Fax and Presentation • Create Three-Column Brochure • Complete Basic work on Manual	• Daily projects • Assignment/Vocabulary sheets • Bell ringers
5 days	**UNIT 1: SALES & MARKETING** • Chapter 5: Preparing Advertising Material Using Desktop Publishing	1.1C 3.7C 3.7D 3.7E	• Design Gift Certificates • Prepare Itineraries • Create Newsletter for Print • Produce Online Newsletter • Prepare Marketing Brochure	• Daily projects • Assignment/Vocabulary sheets • Bell ringers
5 days	**UNIT 1: SALES & MARKETING** • Chapter 6: Creating Training Presentations	1.1C 1.6D 3.7C 3.7D 3.7E	• Update Existing Presentation • Prepare to Present Slide show • Create Design Template • Edit and Format Presentation • Create Presentation using a Wizard	• Daily projects • Assignment/Vocabulary sheets • Bell ringers • Application Test for Projects 4 – 6
5 days	**UNIT 2: FINANCE & ACCOUNTING** • Chapter 7: Managing Payroll Records	1.1C 3.7C 3.7D 3.7E	• Create Payroll Worksheet for Salaried • Update Payroll Workbook • Create Payroll Worksheet for Hourly Employees • Change Data in Locked Cells • Add Records and Sort Lists/Create Quarterly Summary Report	• Daily projects • Assignment/Vocabulary sheets • Bell ringers

Duration	Unit / Chapter	Standards	Activities	Assessment
3 days	**UNIT 2: FINANCE & ACCOUNTING** • Chapter 8: Managing Payroll Records	1.1C 2.4A 2.5A 3.7C 3.7D 3.7E	• Create Budget Worksheet/ Update Owner Budget • Copy and Update Budget Sheets/Link Worksheets and Prepare Report • Create Chart and Prepare Report	• Daily projects • Assignment/Vocabulary sheets • Bell ringers
4 days	**UNIT 2: FINANCE & ACCOUNTING** • Chapter 9: Managing Business Travel Documents	1.1C 3.7C 3.7D 3.7E	• Create Request for Travel Template/Process Travel Requests • Create Rafting Competition Presentation • Create Expense Report Template/Process Travel Expense Report • Correct Expense Report and Prepare Memo	• Daily projects • Assignment/Vocabulary sheets • Bell ringers • Application Test for Projects 7 – 9
3 days	**UNIT 2: FINANCE & ACCOUNTING** • Chapter 10: Managing Business Travel Documents	1.1C 2.2A 2.4A 2.5A 3.7C 3.7D 3.7E	• Create Trip Package Cost Worksheet/Price Trips Using Goal Seek • Create Profit Margin Report/Work with Scenarios • Prepare Multimedia Presentation/Alphabetize and Filter Lists	• Daily projects • Assignment/Vocabulary sheets • Bell ringers
5 days	**UNIT 2: FINANCE & ACCOUNTING** • Chapter 11: Performing Statistical Analyses	1.1C 3.7C 3.7D 3.7E	• Design Customer Evaluation Form • Create Data Entry Worksheet • Analyze Feedback Data/Refine and Expand Data Analyses • Add Conditional Formatting and Create Charts • Create Integrated Report	• Daily projects • Assignment/Vocabulary sheets • Bell ringers

Time	Unit / Chapter	Standards	Topics	Assessment
5 days	**UNIT 2: FINANCE & ACCOUNTING** • Chapter 12: Preparing Financial Documents	1.1C 3.7C 3.7D 3.7E	• Create Balance Sheet Worksheet • Add Graphic and Macro to Template • Access Financial Documents from Web Pages • Create Income Statement Worksheet/Complete First-Quarter Income Statement • Create and Format Charts	• Daily projects • Assignment/Vocabulary sheets • Bell ringers • Application Test for Projects 11 – 12
5 days	**UNIT 2: FINANCE & ACCOUNTING** • Chapter 13: Creating Presentations for July 4th Extravaganza	1.1C 3.7C 3.7D 3.7E	• Create July 4th Extravaganza Presentation • Create Registration Presentation • Create Events Presentation/Create Clothing Presentation • Create Forms Presentation and Document • Combine Presentations and Create Web File	• Daily projects • Assignment/Vocabulary sheets • Bell ringers • Application Test for Projects 13
5 days	**UNIT 3: OPERATIONS** • Chapter 14: Managing Guides and Their Certifications	1.1C 3.7C 3.7D 3.7E	• Edit the Guide Roster Table • Automate Certifications Tracking • Run Queries and Print Reports • Create Queries and Reports • Merge Data with a Word Document	• Daily projects • Assignment/Vocabulary sheets • Bell ringers

4 days	UNIT 3: OPERATIONS • Chapter 15: Managing Equipment	1.1C 3.7C 3.7D 3.7E	• Create Equipment Table/Create Validity Checks • Create Equipment Data Entry Form/Create Supplier Roster Table • Create Supplier Roster Data Entry Form • Query Equipment and Supplier Tables	• Daily projects • Assignment/Vocabulary sheets • Bell ringers • Application Test for Projects 14 – 15
4 days	UNIT 3: OPERATIONS • Chapter 16: Managing an Off-Season Speaking Schedule	1.1C 3.7C 3.7D 3.7E	• Create Database Using the Database Wizard/Customize Database • Populate Events Management Tables • Create Events Management Repots • Create Multimedia Presentation	• Daily projects • Assignment/Vocabulary sheets • Bell ringers
4 days	UNIT 3: OPERATIONS • Chapter 17: Managing Information Requests	1.1C 3.7C 3.7D 3.7E	• Manage Prospective Client Data • Answer Prospective Client Requests/Create Client Tracking System • Answer Management Requests • Create River Statistics Database	• Daily projects • Assignment/Vocabulary sheets • Bell ringers • Application Test for Projects 16 – 17
4 days	UNIT 3: OPERATIONS • Chapter 18: Creating Graphics	1.1C 3.7C 3.7D 3.7E	• Create Image a JPEG Image • Create Vector Images • Feather and Crop an Image/Work with Sound, Voice, and Video Files • Add Images and Sounds to a presentation	• Daily projects • Assignment/Vocabulary sheets • Bell ringers

	Unit	Standards	Activities	Assessment
4 days	**UNIT 3: OPERATIONS** • Chapter 19: Creating an Intranet with FrontPage/Microsoft Expression Web	1.1C 3.7C 3.7D 3.7E	• Update Intranet Structure/Update Intranet Design Elements • Create Image Map and Add Content • Create New Page and Site Navigation/Update Links and Apply Theme • Publish Intranet	• Daily projects • Assignment/Vocabulary sheets • Bell ringers
5 days	**UNIT 4: CAPSTONE PROJECT** • Final Project	1.1C 1.6D 3.7C 3.7D 3.7E	• Prepare Requests for Travel • Create Contacts Database • Prepare Brochure • Create Presentations • Present Final Projects	• Comprehensive final project