

**SAFFORD HIGH SCHOOL
CURRICULUM MAP
BUSINESS OPERATION & SUPPORT SERVICES OPERATIONS & ACCOUNTING**

TEACHER: Kara Calloway

CURRENT

			COMPUTER TECHNOLOGY	Arizona	BUSINESS & TECHNOLOGY 1	Arizona	BUSINESS & TECHNOLOGY II/III	Arizona	ACCOUNTING	Arizona
		Special	Code: 52.0400.00	Course	Code: 52.0400.00	Course	Code: 52.0400.00	Course	Code:	Course
Week	Date	Events	Instructional Unit Titles	Standard	Instructional Unit Titles	Standard	Instructional Unit Titles	Standard	Instructional Unit Titles	Standard
1	13-Aug	First day of classes	Classroom Rules & Procedures		Classroom Rules & Procedures		Classroom Rules & Procedures		Classroom Rules & Procedures	
2	17-Aug		An Intro to Computer Tech Digital Communication Tools	Tech - Basic Op	An Intro to Bus & Tech 1		An Intro do Business & tech II/III		Accounting Careers	
3	24-Aug		Textbook (DCT) Chapter 1 - Digital Tools	Tech - Basic Op	Handshake/SUCCESS in the Job		Business Achievement Future Leveln - FBLA		Chp 3- Business Transactions & the Accounting Equation / WORKING PAPERS	1.0
4	31-Aug		DCT Chapter 1 - Digital Tools	Tech - Basic Op	Intro to Business Textbook Chp 21 - Interviewing	2	Management of In-Class Business Paw Printing & More	2	Chp 3- Business Transactions & the Accounting Equation/KEY TERMS	1.0
5	7-Sep	No School 7th	DCT Chapter 3-Using the Internet	Tech - Basic Op	Resume's / Elevator Speech		Management of In-Class Business Paw Printing & More		Chp 3- Business Transactions & the Accounting Equation / TEST	1.0
6	14-Sep		DCT Chapter 3-Using the Internet		Resume's / Elevator Speech		Management of In-Class Business Paw Printing & More & PROJECTS		Chp 4 - Transactions that Affect Assets, Liabilities, and Owners Equity / WORKING PAPERS	
7	21-Sep		Cyber Crime		VB Sports Management Lessons 1		Management of In-Class Business Paw Printing & More & PROJECTS		Chp 4 - Transactions that Affect Assets, Liabilities, and Owners Equity / KEY TERMS	
8	28-Sep		Internet Research		VB Sports Management Lesson 2 & 3Staffing / Parking		Management of In-Class Business Paw Printing & More & PROJECTS		Chp 4 - Transactions that Affect Assets, Liabilities, and Owners Equity / TEST	
9	5-Oct	No School Graham County Fair 8-9th	DCT Chapter 9 Processing Word It! Workbook		VB Sports Management Lesson 2 & 3Staffing / Parking		Management of In-Class Business Paw Printing & More & PROJECTS		Chp 5 - Transactions that Affect Revenue, Expenses, & Withdrawals / WORKING PAPERS	
10	12-Oct		DCT Chapter 9 Processing Word It! Workbook		VB Sports Management Concessions / Ticketing / Sponsorship		Intro to NEW Microsoft Office 2013 Textbook & Google Classroom		Chp 5 - Transactions that Affect Revenue, Expenses, & Withdrawals / KEY TERMS	
11	19-Oct		DCT Chapter 9 Processing Word It! Workbook		VB Sports Management Picking & Promoting a Band / Player Management		Intro to NEW Microsoft Office 2013 Textbook - WORD Chp 1		Chp 5 - Transactions that Affect Revenue, Expenses, & Withdrawals / TEST	
12	26-Oct						Intro to NEW Microsoft Office 2013 Textbook - WORD Chp 1		Chp 6	
13	2-Nov	FBLA FLEX	DCT Chapter 10 Spreadsheets Excel Workbook		Skateboard, Inc. Word Projects		Intro to NEW Microsoft Office 2013 Textbook - WORD Chp 2		Chp 6 + Posters	
14	9-Nov	No School Nov 11 - Veteran's Day TESTING - BOSAS	DCT Chapter 10 Spreadsheets Excel Workbook		Skateboard, Inc. Word Projects		Intro to NEW Microsoft Office 2013 Textbook - WORD Chp 2		Chapter 7 - Posting Journal Entries to General Ledger Accounts / WORKING PAPERS	
15	16-Nov	Guest Speaker - Dane Arnell	DCT Chapter 10 Spreadsheets Excel Workbook		Skateboard, Inc. Word Projects & Access		Celebrating FBLA Enterprise Week - Speaker, Monology, BAA'S, Competitive Events		Chapter 7 - Posting Journal Entries to General Ledger Accounts / KEY TERMS	
16	23-Nov	No School 26-27th Thanksgiving	DCT Chapter 10 Spreadsheets Excel Workbook		Skateboard, Inc. Word Projects & EXCEL		Intro to NEW Microsoft Office 2013 Textbook - WORD 1 & 2 Complete		Chapter 7 - Posting Journal Entries to General Ledger Accounts / TEST	
17	30-Nov		HTML		Skateboard, Inc., Excel & Access Projects				Mini Practice Set 1 - Glencoe	
18	7-Dec		HTML		Skateboard, Inc., PowerPoint & Publisher				Mini Practice Set 1 - Glencoe	
19	14-Dec		HTML/Review/Finals		Review/Finals		Review/Finals		Simulation / Review/Finals	
20	21-Dec	No School Christmas Break	Christmas Holiday		Christmas Holiday		Christmas Holiday		Christmas Holiday	
21	28-Dec	No School Christmas Break	Christmas Holiday		Christmas Holiday		Christmas Holiday		Christmas Holiday	
23	4-Jan	School Resumes 4th	HTML		HTML		Personal Finance		Chapter 8 - The Six Column Work Sheet - Glencoe	
24	11-Jan		HTML		HTML		Personal Finance		Chapter 8 - The Six Column Work Sheet - Glencoe	
25	18-Jan	No School 18th	TEN KEY		TEN KEY		Intro to NEW Microsoft Office 2013 Textbook - EXCEL		Chapter 9 - Financial Statements for a Sole Proprietorship - Glencoe	
26	25-Jan	State Scholarship Apps Due	Computer Components		Glencoe, Introduction to Business Chapter 5 Entrepreneurship		Intro to NEW Microsoft Office 2013 Textbook - EXCEL		Chapter 9 - Financial Statements for a Sole Proprietorship - Glencoe	
27	1-Feb	FBLA Regionals	Build Your Own Computer		Business Chapter 6 Business Ownership & Operations		Intro to NEW Microsoft Office 2013 Textbook - EXCEL		Chapter 10 - Completing the Accounting Cycle for a Sole Proprietorship - Glencoe	
28	8-Feb		Social Networking		Glencoe, Introduction to Business Chapter 7 Business Management		E-Portfolio		Chapter 10 - Completing the Accounting Cycle for a Sole Proprietorship - Glencoe	
29	15-Feb	No School 15th	TEN KEY		Glencoe, Introduction to Business Chapter 8 Leadership in Management		Hard Portfolio		Chapter 10 - Completing the Accounting Cycle for a Sole Proprietorship - Glencoe	
30	22-Feb		PowerPoint		Glencoe, Introduction to Business, Chapter 9, Technology & Business		Resumes		Chapter 11 - Cash Control & Banking Activities Glencoe	
31	29-Feb		Publisher		Glencoe, Introduction Business, Chapter 12, Money & Financial Institutions		Interviewing		Chapter 11 - Cash Control & Banking Activities Glencoe	
32	7-Mar		Publisher		Glencoe, Introduction Business, Chapter 12, Money & Financial Institutions		Dress for Success		Chapter 11 - Cash Control & Banking Activities Glencoe	
33	14-Mar	No School Spring Break	Spring Break		Spring Break		Spring Break		Spring Break	
34	21-Mar		Teen Entrepreneurship		E-Portfolio		Microsoft Publisher 2013		Adventure Travels Accounting Simulation	
35	28-Mar		Teen Entrepreneurship		Hard Portfolio		Microsoft Publisher 2013		Adventure Travels Accounting Simulation	
36	4-Apr	FBLA STATE	Teen Entrepreneurship		Resumes		Frillio's Pizza		Adventure Travels Accounting Simulation	
37	11-Apr	No School 15th	Teen Entrepreneurship		Interviewing		Frillio's Pizza		Adventure Travels Accounting Simulation	
38	18-Apr		Teen Entrepreneurship		Dress for Succs				Mini Practice Set 2 - Glencoe	
39	25-Apr		Teen Entrepreneurship		Teen Entrepreneurship				Mini Practice Set 2 - Glencoe	
40	2-May	No School 6th	Teen Entrepreneurship		Teen Entrepreneurship				Chapter 12 Payroll Accounting - Glencoe	
41	9-May		Concert Tour DTP		Teen Entrepreneurship				Chapter 12 Payroll Accounting - Glencoe	
42	16-May		Concert Tour DTP		Teen Entrepreneurship				Chapter 12 Payroll Accounting - Glencoe	
43	23-May	Last day of school 5/26	Clean Classroom & Final Exams		Clean Classroom & Final Exams		Clean Classroom & Final Exams		Clean Classroom & Final Exams	