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Professional Business Procedures

Unit	Content / Concepts	Skills	Essential Questions	Activities	Resources	Assessments	Lesson Plans	State Standards	WKCE-CRT Framework
• (Ongoing) Ethics	• Ethics	• Respond to business ethical issues. / Analyze problems businesses face. / Critique co-worker's statements using constructive criticism.			• (Software) Microsoft Word / • (Book) The Office 5e. Oliverio, Pasewark & White. Thomson Publishing. 2007.			• (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-J.12.11	
• (September) Digital and Social Communications	• Oral communication / • Social media communications	• Effectively communicate with others. / • Use Twitter to develop a Personal Learning Network / • Utilize social media tools (such as TweetDeck) to organize and research information.			• (Software) Microsoft Word / • (Book) The Office 5e. Oliverio, Pasewark & White. Thomson Publishing. 2007. / • (Other) Twitter / TweetDeck / Blogs / Wikis			• (Business) BS-J.12.11 / • (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.12.17 / • (Business) BS-A.12.18 / • (Business) BS-A.12.14 / • (Business) BS-A.12.15 / • (Business) BS-A.12.19 / • (Business) BS-A.BS.11 / • (Business) BS-B.12.1 / • (Business) BS-B.12.2	

Unit	Objectives	Skills	Resources	Standards
· (September) Business Research Project/Presentation	· Research and written communication	· Write a research paper. · Utilize proper grammar, language, and word usage.	· (Software) Microsoft Word · (Software) Microsoft PowerPoint	· BS-B.12.18 (Business) · BS-A.12.1 (Business) · BS-B.12.19 (Business) · BS-B.12.20 (Business) · BS-J.12.1 (Business) · BS-J.12.2 (Business) · BS-J.12.3 (Business) · BS-J.BS.4 (Business) · BS-J.BS.5 (Business)
· (September) Time Management/Ergonomics/safety and good health.	· Promote workplace importance of a ergonomically efficient workplace. · Understand safety and good health.		· (Software) Microsoft Word · (Book) The Office 5e. Oliverio, Pasewark & White. Thomson Publishing. 2007.	· BS-A.12.20 (Business) · BS-A.12.2 (Business) · BS-J.BS.1 (Business) · BS-J.BS.5 (Business) · BS-A.12.3 (Business) · BS-A.BS.1 (Business) · BS-A.BS.3 (Business) · BS-A.BS.5 (Business) · BS-A.BS.12 (Business) · BS-B.12.5 (Business) · BS-B.12.12 (Business) · BS-B.12.14 (Business) · BS-B.BS.8 (Business) · BS-J.12.3 (Business) · BS-J.12.6 (Business) · BS-J.12.8 (Business) · BS-J.BS.4 (Business)
· (October) Business Communications	· Accuracy in writing business documents.	· Understand and demonstrate correct number usage (words vs. figures). · Understand and demonstrate correct	· (Software) Microsoft Word · (Book) The Office 5e. Oliverio, Pasewark & White. Thomson Publishing. 2007. · (Book)	· BS-A.12.2 (Business) · BS-A.12.4 (Business) · BS-A.12.11 (Business)

Unit	Topic	Objectives	Resources	Standards
		word usage (affect/effect, all together/altogether; 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. Fosegan. 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-A.12.19 · (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

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· (November) Global Customs and Travel	· Appreciation of Culture and Customs · 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.	· (Software) Microsoft PowerPoint · (Other) iPod Touch application: World Customs and Cultures	· 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.12.9 · (Business) · BS-G.12.7 · (Business) · BS-G.12.8 · (Business) · BS-G.12.6 · (Business) · BS-G.BS.3 · (Business) · BS-G.BS.6 · (Business) · BS-G.BS.8 · (Business)
	expense report. Create an itinerary. Research cost effective prices for airline tickets, rental cars, hotels, food, etc. Practice time management. Demonstrate scheduling skills.		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-C.BS.7 · (Business) BS-B.BS.14 · (Business) BS-C.12.3 · (Business) BS-C.12.6 · (Business) BS-H.BS.6 · (Business) BS-H.BS.1 · (Business) BS-J.12.1 · (Business) BS-J.12.8 · (Business) BS-K.12.1 · (Business)

(December) Event Planning	· Organization, Communication, Teamwork, and Event Planning	· Plan a three day event with multiple activities within a team. Utilize all previous skills learned in class from oral and written communition to organization and effective money management.		· (Software) Microsoft Word · (Software) Microsoft Excel · (Software) Microsoft PowerPoint

BS-G.BS.10 · (Business)
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BS-B.12.14 · (Business)
BS-B.12.20 · (Business)
BS-H.BS.1 · (Business)
BS-H.BS.6 · (Business)
BS-J.12.1 · (Business)
BS-J.12.2 · (Business)
BS-J.12.3 · (Business)

· (January) Marketing	· Design and Marketing of a Business	· Design print communications to start a business.	· (Business) BS-J.12.5 · (Business) BS-J.12.6 · (Business) BS-J.12.7 · (Business) BS-J.12.8 · (Business) BS-J.BS.1 · (Business) BS-J.12.10 · (Business) BS-J.12.12 · (Business) BS-J.12.13 · (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
		Develop ideas to promote the business.	
		Develop a marketing plan.	
		Design an exhibit booth.	
		Become a successful vendor at a Snack Convention.	
	· (Other) Microsoft Word		· (Business) BS-J.BS.11 · (Business) BS-A.12.6 · (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-J.12.1