

	Management Support 1	Management Support 2
September	<ul style="list-style-type: none"> ◆ True Colors ◆ Function of the office/ergonomics (BMA II 1.1) ◆ Time Management/Productivity Calendar (CES 6.1, 6.2, 6.3) (BMA II 2.2) ◆ Keyboarding ◆ Making/Counting Change ◆ Computer Literacy/Buying a computer (BMA II 1.1, 2.2) ◆ Listening Skills (BMA 6.1, 6.2) 	<ul style="list-style-type: none"> ◆ Telephone in business (BMA 6.1, 6.2) ◆ Sound editing (Audacity) ◆ Personal Business Letter (CES 1.1) (BMA II 1.1, 2.1, 2.4) ◆ Proofreading ◆ Productivity Calendar (CES 6.1, 6.2, 6.3) (BMA II 2.2)
October	<ul style="list-style-type: none"> ◆ Online classroom introduction (BMA IV 1.1-3.2) ◆ Proofreader's Marks/Proofreading (BMA II 1.1) ◆ Flyer (Word) (BMA II 1.1, 2.2) ◆ Memorandum (Word) (CES 1.1) (BMA II 1.1, 2.1, 2.2) ◆ Cell Phone Policy (CES 8.3, 8.4) (BMA II 2.1, 2.2, 2.4) ◆ Business Letter (CES 1.1) (BMA II 1.1, 2.1, 2.2) 	<ul style="list-style-type: none"> ◆ Tables (Word) (BMA II 1.1, 2.2) ◆ Memorandum (CES 1.1) (BMA II 1.1, 2.1, 2.2, 2.4) ◆ Photo Editing ◆ Mail Merge (Word/Access) (BMA II 2.2) ◆ Postcard w/ mail merge (BMA II 2.1, 2.2, 2.4) ◆ Database tables, forms, reports (BMA II 1.1, 2.2)
November	<ul style="list-style-type: none"> ◆ Letterhead (BMA II 2.2) ◆ Business Letter Writing Project (BMA II 1.1, 2.1, 2.2) ◆ Printing Envelope ◆ Business Card (Publisher) ◆ Keyboarding speed & accuracy ◆ Internet Search/Evaluating Web Sites (BMA II 1.1) ◆ Report formatting (BMA II 1.1, 2.1, 2.2) 	<ul style="list-style-type: none"> ◆ Digital portfolio of photo edits (BMA II 2.3) ◆ Plan calendar project (for December) (BMA II 2.4) ◆ Database filters, queries ◆ Begin planning Career Day (CES 4.1) (BMA II 1.1) ◆ Show Mike Flanagan video (CES 10.8) ◆ FISH! Audio/Record personal and professional observations (CES 1.7) ◆ Write database queries ◆ Database reports using query results (BMA II 2.2)
December	<ul style="list-style-type: none"> ◆ Spreadsheet (Excel) (CES1.4) ◆ Charts (Excel) (BMA II 2.3, 8.1, 8.2) ◆ Research Report (integrate into newsletter) (BMA II 2.2, 9.1, 9.2, 9.3) 	<ul style="list-style-type: none"> ◆ Calendar Project (Publisher) (BMA II 2.2)
January	<ul style="list-style-type: none"> ◆ Newsletter (Publisher) (BMA II 2.1, 2.2) ◆ Review Letter Writing (BMA II 2.4) ◆ Personal Business Letter (BMA II 1.1, 2.1, 2.2, 2.4) ◆ Tables (BMA II 2.2) ◆ Drawing toolbar (Word) ◆ Lemon-Lime Pop Taste Test (Excel) ◆ Advanced Formulas (Excel) ◆ Database tables (Access) ◆ Checking Account (CES 5.) ◆ PowerPoint (BMA II 2.2, 2.3, 3.1, 3.2, 3.3) ◆ How-To PowerPoint (BMA II 1.3, 2.3, 4.1, 4.2, 4.3) 	<ul style="list-style-type: none"> ◆ FISH! Magazine layout (Publisher) ◆ Career Cruising/Update EDP (CES 10.1, 10.7, 10.9) ◆ Determine Labor Trends using OOH (CES 10.6) ◆ Career Research Grid (CES 2.1, 2.2, 2.4, 2.5, 2.6, 10.7, 10.6) (BMA II 2.2, IX 2.1, 2.2, 3.1) ◆ Resume & Cover Letter (CES 10.5) (BMA II 2.1, 2.2, IX 3.2, 3.4) ◆ Obtain letter of recommendation from one source (CES 10.4) (BMA II 3.1, 3.2, 3.3) ◆ Interview Questions/Mock Interview (CES 10.3) (BMA II 3.1, 3.2, 3.3) ◆ Spreadsheet (Excel) (CES 1.4) (BMA 8.1, 8.2) ◆ Payroll case study (CES 6.6) ◆ Budget case study (CES 6.4, 6.5)

February	<ul style="list-style-type: none"> ◆ Database queries (BMA II 1.1) ◆ Integrated Project (BMA II 2.2, 2.3) ◆ Career Exploration with Career Cruising (CES 1.5, 2.1, 2.2, 2.4, 2.5, 2.6, 10.7, 10.9) ◆ 	<ul style="list-style-type: none"> ◆ Copyright (Music Ethics case study) (CES 5.10) (BMA II 1.1, VIII 1.4, 2.1, 2.2) ◆ Beck's Clothing Store Case Study (CES 1.2, 1.3, 4.2, 8.3) (BMA II 1.1, III 1.1-1.5, VIII 1.1) ◆ Investment unit ◆ Create forms (Word) (BMA II 1.1) ◆ Fill out a college scholarship application (CES10.4) (BMA II 2.2)
March	<ul style="list-style-type: none"> ◆ Resumé & Cover Letter (CES 10.5) (BMA II 1.1, IX 3.2) ◆ Interviewing video (BMA IX 3.3) 	<ul style="list-style-type: none"> ◆ NEFE Financial Planning Program (See crosswalk) ◆ Business Dining & Etiquette (CES 1.8.) (BMA II 2.3, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 5.1, 5.2, 5.3, 9.1, 9.2, 9.3) ◆ Tie Tying Workshop (CES 5, 10) (BMA II 1.3) ◆ Place settings (BMA II 1.3) ◆ Career Day (CES 1.5) (BMA II 3.1, 3.2, 3.3, 5.1, 5.2, 5.3, VII 1.1-3.2, VIII 2.3)
April	<ul style="list-style-type: none"> ◆ Loans and Credit Simulation (BMA II 1.1) ◆ Role as a Worker (payroll, taxes, personal finance) (CES 6.6) ◆ "Coasters" Business Simulation (BMA II 1.1) 	<ul style="list-style-type: none"> ◆ Job Shadow project (CES 2.3, 10.2) ◆ IF statements (Excel) ◆ Loans and insurance (CES 3.1, 3.2, 3.3) (BMA VIII 1.2, 1.3)
May	<ul style="list-style-type: none"> ◆ "Boss is Away" (CES 3, 4, 5, 6) (BMA II 1.1, 2.3) 	<ul style="list-style-type: none"> ◆ Entrepreneur Project (CES 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 9.2) (BMA II 2.2, V 1-5.3) ◆ Office Design Project (CES 1.4, 3.3, 3.4, 3.6) (BMA II 2.2, VI 1.1-3.2) ◆ Web Pages (BMA II 2.3)

Career & Employability Standards

CES 1 Academic Skills and Technology covers ELA 1, 2, 3, 4, 6, 7, 8, 10, 11)

CES 2 Career Planning

CES 3 Developing and Presenting Information covers ELA 3, 6, 7

CES 4 Problem Solving

CES 5 Personal Management although not lesson oriented, teamwork is encouraged and fostered through: timely completion of assignments, revision opportunities, attendance, following directions, following lab safety practices.

CES 6 Organizational Skills

CES 7 Teamwork although not lesson oriented, teamwork is encouraged and fostered through: peer editing, group projects, student-led activities, Career Day project, Business Letter Writing project, Business Dining/Etiquette project, etc.) also covers ELA 3, 9, 10

CES 8 Negotiation Skills covers ELA 3, 6, 7, 9, 10, 11, CES 4) also covered in English 11

CES 9 Understanding Systems & Using Technology

CES 10 Employability Skills covers ELA 3, 6, 7, 9, 10, 11

BMA IX Employability & Career Development – included in Career Research Projects in both classes according to course level.

BMA X Technical Skills – used on a daily basis in class (see content in grid above)