

# BRAINERD HIGH SCHOOL

## Curriculum Map

Name: Tim Hannah Course: Administrative Management Date: 8-17-2007  
 Pre-Assessment: Pre-test and work samples  
 Mid-Term Assessment: Project  
 Final Assessment: Project

<u>Month</u>	<u>Content</u>	<u>Essential Question(s)</u>	<u>Standards (SPI's)</u>	<u>Literacy Focus</u>	<u>Assessment</u>
<b>Aug</b>	Opportunities in business Research project idea Information processing	What are the different types of businesses? What business ideas will make a good presentation?	1.0 2.0 3.0	Misspelled words  Research of information	<input type="checkbox"/> Project/Presentation <input type="checkbox"/> Teacher Observation <input type="checkbox"/> Show and Tell <input type="checkbox"/> Self-Assessment <input checked="" type="checkbox"/> Test/Quiz <input type="checkbox"/> Other_____
<b>Sept</b>	Communications Records	What is the best way to introduce people? When do I back up?	4.0 5.0	Misspelled works  Various documents	<input type="checkbox"/> Project/Presentation <input type="checkbox"/> Teacher Observation <input checked="" type="checkbox"/> Show and Tell <input type="checkbox"/> Self-Assessment <input type="checkbox"/> Test/Quiz <input type="checkbox"/> Other_____
<b>Oct</b>	Time management Work stations Careers	What tasks do I have to do? What makes a good interview?	6.0 7.0	Misspelled words  Resume	<input checked="" type="checkbox"/> Project/Presentation <input type="checkbox"/> Teacher Observation <input type="checkbox"/> Show and Tell <input checked="" type="checkbox"/> Self-Assessment <input type="checkbox"/> Test/Quiz <input type="checkbox"/> Other_____
<b>Nov</b>	Finances Decision making Team work Ethics	How do I calculate payroll? What is a contingency plan?	8.0 9.0 10.0	Misspelled words  Analysis of work	<input checked="" type="checkbox"/> Project/Presentation <input type="checkbox"/> Teacher Observation <input checked="" type="checkbox"/> Show and Tell <input type="checkbox"/> Self-Assessment <input type="checkbox"/> Test/Quiz <input type="checkbox"/> Other_____
<b>Dec</b>	Leadership Human relations	What makes a good leader? How can I improve my organizations image?	11.0	Misspelled words  Written report	<input checked="" type="checkbox"/> Project/Presentation <input type="checkbox"/> Teacher Observation <input checked="" type="checkbox"/> Show and Tell <input type="checkbox"/> Self-Assessment <input type="checkbox"/> Test/Quiz <input type="checkbox"/> Other_____

