

SECONDARY SCHOOL OF ECONOMICS MARIBOR

DETAILED CURRICULUM including TESTING AND EVALUATION PLAN  
for the program unit

**OPEN CURRICULUM:  
PROJECT MANAGEMENT**

4th year - educational program ECONOMICS TECHNICIAN  
Teachers in the 2011 / 2012 school year:

	THEORY	PRACTICAL EDUCATION	signature
4.c			
4.d			
4.e			

Total number of lessons: 68

Teacher and Student material:

- Projektno delo, gradivo za učitelje, Atlagič, Ciglič..., 2006
- Izobraževalni filmi: Kako telefonirati, 30 načinov, kako imeti več časa, Vodenje tima, Motivacija v timu, Pripravite uspešno predstavitev, Izboljšanje učinkovitosti dela, Video arts

CONTENT UNITS, NUMBER OF LESSONS	CONTENTS	OBJECTIVES	TEACHING METHODS	MINIMUM STANDARDS	GRADING/ ASSESSME NT
<p><b>PLANNING THE PROJECT/EVENT</b></p> <p><b>16 lessons</b></p>	<p>-BUSINESS PROJECTS - CREATING THE PROJECT - PROJECT DEVELOPMENT - PROJECT OBJECTIVES - ASSIGNMENTS FOR PROJECT TEAMS -BUSINESS CORRESPONDENCE - BUSINESS ETIQUETTE - PROJECT PROMOTION - COMMUNICATION - FINANCIAL PROJECTIONS</p>	<ul style="list-style-type: none"> <li>• Students are qualified for analysing the specific professional problems at their work, for planning the necessary measures, for successful dealing with possible problems in general</li> <li>• They develop their personal skills: they learn how to effectively become a responsible, communicative, hard-working, precise, creative, persistent, honest and determined person in accordance with ethic principles</li> <li>• They know how to work in accordance with team work principles</li> <li>• They develop innovativeness and follow the novelties in their area of interest</li> <li>• Students successfully form themselves into self-confident, dynamic and entrepreneurial persons, capable of being flexible and adaptable to all changes at their future work</li> <li>• They are aware of the business etiquette, they know how to perform and make presentations in public; students also get</li> </ul>	<ul style="list-style-type: none"> <li>- frontal</li> <li>- individual</li> <li>- pair work</li> <li>-group work</li> <li>- resources analysis</li> <li>- analysing texts</li> <li>- discussions</li> <li>- video workshop</li> <li>- solving problems</li> <li>- field work</li> <li>- insight into companies</li> <li>- interviewing an entrepreneur</li> <li>- seminar assignment including presentations</li> <li>- role-play</li> <li>- professional lectures</li> </ul>	<p>With the help of their mentor, student(s):</p> <ul style="list-style-type: none"> <li>- can recognize basic steps in project preparation</li> <li>- can consider basic business etiquette rules</li> <li>- can consider basic rules of verbal and non-verbal communication</li> <li>- choose(s) a convenient content for the project / event</li> <li>- plan(s) at least three simple promotional material items</li> <li>- plan(s) an appropriate space according to the contents</li> <li>- plan(s) the cooperation and role of the target groups</li> <li>- is(are) able to make a detailed plan of the financial structure of the project/event</li> <li>- control(s) the personal activities with the preparation of the project/event</li> <li>- create(s) the necessary documentation for planning and carrying out the event</li> </ul>	<p>Written or oral mark or presentation of the product</p>

		<p>experiences in business communication and other general social skills</p> <ul style="list-style-type: none"> <li>• They have the insight into leadership basics and trading, they develop their entrepreneurial skills</li> <li>• Students are independent in planning and carrying out their projects</li> </ul>			
<p><b>PREPARATION, DEVELOPMENT AND REALISATION OF THE PROJECT/ EVENT</b></p> <p><b>36 lessons</b></p>	<p>- BUSINESS PROJECTS</p>			<p>With the help of their mentor, student(s):</p> <ul style="list-style-type: none"> <li>- prepare(s) the contents of the event in their group</li> <li>- assign(s) tasks to all members of their group</li> <li>- prepare(s) at least three simple promotional material items</li> <li>- ensure(s) a proper space according to the contents of the event</li> <li>- carry(ies) out (perform(s)) the event along with their group</li> <li>- after the event the whole group has to put the space in the original position</li> <li>- properly invite(s) the target group audience to participation</li> <li>- is(are) able to make a detailed plan of the financial structure of the event</li> <li>- run(s) the personal list of activities for the preparation of the event</li> <li>- create(s) the necessary documentation for planning and carrying out the event</li> </ul>	<p>Written or oral mark or presentation of the product</p>

<p><b>PROJECT/EVENT EVALUATION</b></p> <p><b>16 lessons</b></p>	<p>-BUSINESS PROJECTS</p> <p>- QUALITY, CONTROL AND EVALUATION OF THE PROJECT</p>			<p>With the help of their mentor, student(s):</p> <ul style="list-style-type: none"> <li>- prepare the final report about the event (preparation, performance and evaluation; presents the report using the ICT</li> </ul>	<p>Written or oral mark or presentation of the product</p>
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