

Wilson Area School District Planned Course Guide

Title of Planned Course: Business In Action

Subject Area: Business

Grade Level: 9-12

Course Description: This course is designed to allow students a better understanding of the daily operations that go into business. The students will participate in a work-flow simulation based on the operations of an imaginary small business community. The community includes five sole proprietorships, two partnerships, one federal agency, two limited liability companies, and five corporations. The Instructor is in charge of Mean Jeans Manufacturing Co. while the students manage the other businesses. Students learn by being responsible for the daily operations of their assigned businesses.

Time/Credit for this Course: Half Year / 0.5 Credit

Curriculum Writing Committee: Kari Maskalis

Wilson Area School District Planned Course Materials

Course Title: Business In Action

Textbook: Mean Jeans Manufacturing Co.: A Business Community Simulation
Marie Weeks (Cengage Learning)
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www.school.cengage.com

Teacher Resources: Mean Jeans Manufacturing Co. Annotated Instructor's Edition

Curriculum Map

<u>August / January</u>	Banking and Bookkeeping
<u>September / February</u>	Banking and Bookkeeping Business Communications Payroll
<u>October / March</u>	Accounts Payable and Receivable Postal and Shipping Services
<u>November / April</u>	Borrowing Money Advertising
<u>December / May</u>	Reports and Business Plans Human Resources in Business
<u>January / June</u>	Investments

Planned Course: Business In Action

Unit: Banking and Bookkeeping

Time Frame: 1-2 Weeks

State Standards: 15.1.12.D-G,K-N,P,W,Y,Z; 15.5.12.C,E,I; 15.8.12.B,D-J

Essential Content/Objectives: At the end of the unit, students will be able to:

- Demonstrate how to write checks
- Make weekly deposits
- Post to the cashbook

Core Activities: Students will complete/participate in the following:

- Writing checks
- Posting to a cashbook
- Making bank deposits
- Reconciling a bank statement

Extensions:

- Maintain a checkbook and cash flow statement
- Develop, maintain, and organize inventory
- Fill out purchase orders
- Purchase stock on the advice of brokerage firm

Remediation:

- Close supervision of all businesses through actively monitoring student conferences

Instructional Methods

- Higher order questioning
- Small and large group instruction
- Direct instruction through PowerPoint presentation of notes
- Teacher modeling and visual aids
- Referencing through current events and news
- Project related to content
- Redirection of focus/task completion

Materials & Resources:

- Library
- Online sources
- Newspapers
- Text
- Guest speakers

Assessments:

- Objective/subjective test of chapter objectives
- Flow of business
- Business papers folder check with rubric scoring

Curriculum Scope & Sequence

Planned Course: Business In Action

Unit: Business Communications

Time Frame: 1-2 Weeks

State Standards: 15.1.12.D-G,K-N,P,W,Y,Z; 15.5.12.C,E,I; 15.8.12.B,D-J

Essential Content/Objectives: At the end of the unit, students will be able to:

- Write letters on personalized letterhead designed especially for their businesses

Core Activities: Students will complete/participate in the following:

- Writing Business Letters
- Using the Telephone
- Using E-mail
- Speaking in Public

Extensions:

- Maintain a checkbook and cash flow statement
- Develop, maintain, and organize inventory
- Fill out purchase orders
- Purchase stock on the advice of brokerage firm

Remediation:

- Close supervision of all businesses through actively monitoring student conferences

Instructional Methods

- Higher order questioning
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Curriculum Scope & Sequence

Planned Course: Business In Action

Unit: Payroll

Time Frame: 1-2 Weeks

State Standards: 15.1.12.D-G,K-N,P,W,Y,Z; 15.5.12.C,E,I; 15.8.12.B,D-J

Essential Content/Objectives: At the end of the unit, students will be able to:

- Prepare time cards before the biweekly payroll register is completed

Core Activities: Students will complete/participate in the following:

- Preparing Time Cards
- Completing a Payroll Register
- Paying Federal Withholding and FICA Taxes

Extensions:

- Maintain a checkbook and cash flow statement
- Develop, maintain, and organize inventory
- Fill out purchase orders
- Purchase stock on the advice of brokerage firm

Remediation:

- Close supervision of all businesses through actively monitoring student conferences

Instructional Methods

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Curriculum Scope & Sequence

Planned Course: Business In Action

Unit: Accounts Payable and Receivable

Time Frame: 1-2 Weeks

State Standards: 15.1.12.D-G,K-N,P,W,Y,Z; 15.5.12.C,E,I; 15.8.12.B,D-J

Essential Content/Objectives: At the end of the unit, students will be able to:

- Engage in the buying and selling of goods and/or services
- Prepare invoices (item invoices or service invoices)

Core Activities: Students will complete/participate in the following:

- Preparing a Purchase Order
- Ordering Office Supplies
- Invoicing and Shipping
- Preparing a Service Invoice

Extensions:

- Maintain a checkbook and cash flow statement
- Develop, maintain, and organize inventory
- Fill out purchase orders
- Purchase stock on the advice of brokerage firm

Remediation:

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Curriculum Scope & Sequence

Planned Course: Business In Action

Unit: Postal and Shipping Services

Time Frame: 1-2 Weeks

State Standards: 15.1.12.D-G,K-N,P,W,Y,Z; 15.5.12.C,E,I; 15.8.12.B,D-J

Essential Content/Objectives: At the end of the unit, students will be able to:

- Mail letters
- Wrap packages
- Purchase postage
- Ship goods

Core Activities: Students will complete/participate in the following:

- Using Postal Services
- Using Postage Meters
- Shipping Via 18 Wheeler Truck Lines (Using Freight Services)

Extensions:

- Maintain a checkbook and cash flow statement
- Develop, maintain, and organize inventory
- Fill out purchase orders
- Purchase stock on the advice of brokerage firm

Remediation:

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Curriculum Scope & Sequence

Planned Course: Business In Action

Unit: Borrowing Money

Time Frame: 1-2 Weeks

State Standards: 15.1.12.D-G,K-N,P,W,Y,Z; 15.5.12.C,E,I; 15.8.12.B,D-J

Essential Content/Objectives: At the end of the unit, students will be able to:

- Understand the relationship between principal, rate, and time in computing interest

Core Activities: Students will complete/participate in the following:

- Completing Promissory Notes
- Calculating Interest and Finding Maturity Dates
- Making Mortgage Loan Payments

Extensions:

- Maintain a checkbook and cash flow statement
- Develop, maintain, and organize inventory
- Fill out purchase orders
- Purchase stock on the advice of brokerage firm

Remediation:

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Curriculum Scope & Sequence

Planned Course: Business In Action

Unit: Advertising

Time Frame: 1-2 Weeks

State Standards: 15.1.12.D-G,K-N,P,W,Y,Z; 15.5.12.C,E,I; 15.8.12.B,D-J

Essential Content/Objectives: At the end of the unit, students will be able to:

- Use a community bulletin board for businesses to advertise their products and services

Core Activities: Students will complete/participate in the following:

- Writing Want Ads
- Calculating the Cost of Want Ads
- Preparing a Display Ad
- Creating Electronic Advertising

Extensions:

- Maintain a checkbook and cash flow statement
- Develop, maintain, and organize inventory
- Fill out purchase orders
- Purchase stock on the advice of brokerage firm

Remediation:

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Curriculum Scope & Sequence

Planned Course: Business In Action

Unit: Reports and Business Plans

Time Frame: 1-2 Weeks

State Standards: 15.1.12.D-G,K-N,P,W,Y,Z; 15.5.12.C,E,I; 15.8.12.B,D-J

Essential Content/Objectives: At the end of the unit, students will be able to:

- Share information about their businesses with the other managers through the use of audit reports

Core Activities: Students will complete/participate in the following:

- Preparing a Presimulation Report
- Completing an Audit Summary
- Writing a Business Plan
- Preparing Financial Statements

Extensions:

- Maintain a checkbook and cash flow statement
- Develop, maintain, and organize inventory
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Planned Course: Business In Action

Unit: Human Resources in Business

Time Frame: 1-2 Weeks

State Standards: 15.1.12.D-G,K-N,P,W,Y,Z; 15.5.12.C,E,I; 15.8.12.B,D-J

Essential Content/Objectives: At the end of the unit, students will be able to:

- Prepare for the job application process and for employment in the business community simulation
- Prepare a resume and cover letter, job application, and W-4

Core Activities: Students will complete/participate in the following:

- Writing a Resume and Letter of Application
- Completing a Job Application along with completing the W-4
- Evaluating Human Relations Skills

Extensions:

- Maintain a checkbook and cash flow statement
- Develop, maintain, and organize inventory
- Fill out purchase orders
- Purchase stock on the advice of brokerage firm

Remediation:

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Curriculum Scope & Sequence

Planned Course: Business In Action

Unit: Investments

Time Frame: 1-2 Weeks

State Standards: 15.1.12.D-G,K-N,P,W,Y,Z; 15.5.12.C,E,I; 15.8.12.B,D-J

Essential Content/Objectives: At the end of the unit, students will be able to:

- Purchase and track stocks

Core Activities: Students will complete/participate in the following:

- Purchasing and Tracking Stocks
- Voting by Proxy

Extensions:

- Maintain a checkbook and cash flow statement
- Develop, maintain, and organize inventory
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