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
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**Planned Course:** Business In Action

**Unit:** Banking and Bookkeeping

**Time Frame:** 1-2 Weeks


**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


**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**
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**Curriculum Scope & Sequence**

**Planned Course:** Business In Action
Unit: Payroll

Time Frame: 1-2 Weeks


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

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Curriculum Scope & Sequence

Planned Course: Business In Action
Unit: Accounts Payable and Receivable

Time Frame: 1-2 Weeks


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
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Curriculum Scope & Sequence

Planned Course: Business In Action

Unit: Postal and Shipping Services
Time Frame: 1-2 Weeks


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
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Remediation:
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Curriculum Scope & Sequence

Planned Course: Business In Action

Unit: Borrowing Money
Time Frame: 1-2 Weeks


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:
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Curriculum Scope & Sequence

Planned Course: Business In Action

Unit: Advertising

Time Frame: 1-2 Weeks

**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
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**Remediation**:
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**Curriculum Scope & Sequence**

**Planned Course**: Business In Action

**Unit**: Reports and Business Plans

**Time Frame**: 1-2 Weeks

**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:**
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**Curriculum Scope & Sequence**

**Planned Course:** Business In Action

**Unit:** Human Resources in Business

**Time Frame:** 1-2 Weeks

**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
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**Curriculum Scope & Sequence**

**Planned Course:** Business In Action

**Unit:** Investments

**Time Frame:** 1-2 Weeks

**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:**
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