- State Curriculum Standards: 1.1.11A Locate various texts, media and traditional resources for assigned and independent projects before reading.
 - 1.1.11C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these words accurately in speaking and writing.
 - 1.1.11D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
 - 1.1.11E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
 - 1.1.11F Understand the meaning of and apply key vocabulary across the various subject areas.
 - 1.1.11H Demonstrate fluency and comprehension in reading.
 - 1.2.11A Read and understand essential content of informational texts and documents in all academic areas
 - 1.2.11B Use and understand a variety of media and evaluate the quality of material produced.
 - 2.2.11A Develop and use computation concepts, operations and procedures with real numbers in problem-solving situations.
 - 2.2.11F Demonstrate skills for using computer spreadsheets and scientific and graphing calculators.
 - 2.4.11E Demonstrate mathematical solutions to problems (e.g., in the physical sciences).
 - 2.5.11B Use symbols, mathematical terminology, standard notation, mathematical rules, graphing and other types of mathematical representations to communicate observations, predictions, concepts, procedures, generalizations, ideas and results.
 - 2.8.11D Formulate expressions, equations, inequalities, systems of equations, systems of inequalities and matrices to model routine and non-routine problem situations.
 - 2.8.11H Select and use an appropriate strategy to solve systems of equations and inequalities using graphing calculators, symbol manipulators, spreadsheets and other software.
 - 2.8.11Q Represent functional relationships in tables, charts and graphs.
 - 2.11.11B Interpret maximum and minimum values in problem situations.

Unit: Gross Pay

Content Standard: Examine various payment methods in the workplace including hourly, salary, and commission methods.

Course Content	Student Performance	Resources	Assessments
 A. Hourly Pay and Salary Identify gross pay for hourly rate employees Identify gross pay for salaried employees 	Calculate gross pay for hourly and salaried rate employees	 Business Math 15th Edition (South-Western Publishing, 2003) Business Math activities and study guide 	Problems from textVocabulary reviewQuizzes
 B. Average Pay Learn simple averages Learn averages in grouped date Discuss unknown items in a set of data 	 Calculate simple averages Calculate averages from grouped data Find the unknown item in a set of data 	 Business Math data activities CD Business Math National Standards Correlation charts Explore Algebra and Geometry activities Competitive events preparation 	 Group-work projects Question and answer session Current event assignment
 C. Regular and Overtime Pay Discuss recording hours worked Learn about overtime and overtime pay rates Discuss regular and overtime wages 	 Compute overtime pay rates Calculate regular and overtime pay 	 Using technology and the Internet guide Internet activities Guest speakers from the community Computer application software: Word processing 	Worksheets from workbookUnit testHomework
 D. Commission Discuss straight commission Learn commission based on quota Explore graduated commission Discuss rate of commission on sales 	 Calculate straight commission earnings Calculate commission earnings based on quota Calculate graduated commission earnings Find the rate of commission 	 Spreadsheets Presentation software Newspapers Magazines 	

Course Content	Student Performance	Resources	Assessments
E. Other Wage Plans • Discuss Piece-rate employees • Learn about per diem employees • Identify tip employees	 Calculate gross pay for piece-rate employees Calculate gross pay for per diem employees Calculate gross pay for tip employees 	Nesdures	Assessments

Unit: Net Pay

Content Standard: Identify payroll deductions, columnar record keeping, and budgets

Course Content	Student Performance	Resources	Assessments
A. Deductions from Gross Pay Discuss federal withholding tax deduction	Find federal withholding tax deductions	Business Math 15 th Edition (South-Western Publishing, 2003)	Problems from textVocabulary review
Identify social security and Medicare tax deductions	Calculate social security and Medicare tax deductions	 Business Math activities and study guide Business Math data 	Quizzes
 Learn about total deductions and net pay 	Calculate total deductions and net pay	 activities CD Business Math National Standards Correlation charts 	 Group-work projects Question and answer
B. Benefits and Job ExpensesDiscuss total job benefits	Find total job benefits Find not job benefits	 Explore Algebra and Geometry activities 	session
Learn about net job benefitsCompare net job benefits	Find net job benefitsCompare net job benefits	Competitive events preparationUsing technology and the	Current event assignmentWorksheets from workbook
 Compare net job benefits C. Federal Income Taxes Discuss adjusted gross and taxable income Identify income tax due Discuss income tax refunds for single dependents D. State and City Income Taxes Discuss state and city flat and graduated income taxes 	 Calculate adjusted gross income and taxable income Calculate income tax due Calculate the income tax refunds for single dependents Calculate state and city income taxes using a flat and graduated tax rate table 	 Osing technology and the Internet guide Internet activities Guest speakers from the community Computer application software: Word processing Spreadsheets Presentation software Newspapers Magazines 	 Worksneets from workbook Unit test Homework

Course Content	Student Performance	Resources	Assessments
 E. Cash Receipts and Payment Records Discuss cash receipts records Learn about columnar cash payments record 	 Keep a cash receipts record Keep a columnar cash payments record 		
 F. Budgets Identify expense percentages Discuss budgeting 	 Calculate the percent of income spent on expenses Prepare a budget 		

Unit: Banking Services

Content Standard: **Explore various banking services**.

Course Content	Student Performance	Resources	Assessments
A. Checking Accounts Learn about deposit slips	Prepare a deposit slipRecord entries in a check	Business Math 15 th Edition (South-Western Publishing,	Problems from text
Discuss check registers	register	2003) • Business Math activities and	Vocabulary review
B. Electronic BankingDiscuss electronic	Record electronic banking transactions	study guide Business Math data	• Quizzes
bankingDiscuss recording	Find account balance when banking electronically	activities CDBusiness Math National	Group-work projects
electronic transactions		Standards Correlation chartsExplore Algebra and	 Question and answer session
C. Online BankingIdentify online-account access	Calculate account balance needed to make online payments	Geometry activitiesCompetitive events preparation	Current event assignment
D. Check Register Reconciliation	Reconcile a bank statement	Using technology and the Internet guideInternet activities	Worksheets from workbookUnit test
 Discuss reconciling the bank statement Discuss reconciling the check register 	Reconcile and correct a check register	 Guest speakers from the community Computer application software: Word processing 	Homework
E. Other Reconciliation ProblemsDiscuss reconciling the checking account	Reconcile a checking account with outstanding transactions and other errors	 Spreadsheets Presentation software Newspapers Magazines 	
F. Savings AccountsIdentify simple interestDiscuss compound	Calculate simple interest on savings depositsCalculate compound interest		
interest • Examine compound	on savings deposits • Calculate interest using a		

interest tables	compound interest table	

Course Content	Student Performance	Resources	Assessments
 G. Money Market and CD Accounts Discuss special savings accounts Examine penalties on CDs Explore comparison of savings accounts Discuss effective rate of interest 	 Calculate interest earned on special savings accounts Calculate penalty for early withdrawals from CD accounts Compare interest earned on savings accounts Calculate effective rate of interest 		

Unit: Spend Wisely

Content Standard: Evaluate various methods of purchasing goods and services.

0 1 1 4 1 4		
Calculate sales tax on	 Business Math 15th Edition 	Problems from text
purchases	(South-Western Publishing,	
	,	 Vocabulary review
some items are not taxed		
	• •	• Quizzes
Calculate extensions		- Croup work projects
		Group-work projects
Calculate sales slip totals		Question and answer
		session
Calculate and compare unit	Competitive Events	Current event assignment
prices	Preparation Preparation	S
Calculate unit prices from	 Using technology and the 	 Worksheets from workbook
group prices	•	
		Unit test
·	•	
•	•	Homework
•		
•		
	•	
, 0		
Calculate and compare the	• •	
costs of connecting to the	5	
•		
•		
COMMECHOMS		
	purchases Calculate sales taxes when some items are not taxed Calculate extensions Calculate sales slip totals Calculate and compare unit prices Calculate unit prices from group prices Compare prices at sales, at different stores, and in different amounts Compare cost of rental options Compare cost of renting versus buying Calculate and compare the	Calculate sales taxes when some items are not taxed Calculate extensions Calculate sales slip totals Calculate and compare unit prices Calculate unit prices from group prices Calculate unit prices at sales, at different amounts Compare cost of rental options Calculate and compare the costs of connecting to the Internet Calculate and compare speeds of online (South-Western Publishing, 2003) Business Math activities and study guide Business Math National Standards Correlation charts Explore Algebra and Geometry Activities Competitive Events Preparation Using technology and the Internet Activities Guest speakers from the community Computer application software Word processing Spreadsheets Presentation software Newspapers Magazines

Unit: Own a Home or Car

Content Standard: Address and compare key factors of renting, leasing, and purchasing options

Course Content	Student Performance	Resources	Assessments
A. Borrowing to Buy a HomeDiscuss down payments	Calculate the down payment, closing costs, and	Business Math 15 th Edition (South-Western Publishing,	Problems from text
and closing costsIdentify mortgage loan	mortgage loan amountsCalculate the total interest	2003)Business Math activities and	Vocabulary review
interest costsExamine refinancing a	cost of a mortgage loanCalculate the savings from	study guide Business Math data	Quizzes
mortgage B. Renting or Owning a Home	refinancing mortgages	 activities CD Business Math National 	Group-work projects
Discuss the costs of home ownership	 Calculate the costs of home ownership Calculate the cost of renting 	Standards Correlation chartsExplore Algebra and Geometry activities	 Question and answer session
 Identify costs of property rental 	a home or apartment Calculate the costs of	Competitive events preparation	Current event assignment
 Compare renting/owning of homes 	renting versus owning	Using technology and the Internet guide	Worksheets from workbook
C. Property Taxes • Discuss decimal tax rate	Calculate the decimal tax	Internet activitiesGuest speakers from the	Unit test
 Identify tax rates per \$100 or \$1,000 of 	rateCalculate property taxes for	communityComputer application	Homework
assessed valueExamine tax rates in	 tax rates per \$100 or \$1,000 Calculate property taxes for tax rates in mile or cents per 	software: • Word processing	
mills or cents per dollar of assessed value	tax rates in mills or cents per dollar	SpreadsheetsPresentation software	
D. Property InsuranceDiscuss property owners	Calculate property insurance	NewspapersMagazines	
insurance premiums Identify renters insurance	premiums for homeownersCalculate property insurance		
premiums Discuss collecting on	premiums for rentersCalculate how much can be		
insurance claims	collected on insurance claims		

Unit: Own a Home or Car

Content Standard: Address and compare key factors of renting, leasing and purchasing options

Course Content	Student Performance	Resources	Assessments
E. Buying a Car	Calculate the MSRP for a	Business Math 15 th Edition	Problems from text
Discuss manufacturer's suggested retail price	new car, including optional equipment	(South-Western Publishing, 2003)	Vocabulary review
 Examine costs of a new car purchase Examine costs of a used 	Calculate the delivered price and the balance due for a new car	Business Math activities and study guideBusiness Math data	• Quizzes
car purchase		activities CDBusiness Math National	Group-work projects
F. Depreciating a CarExplain average annual depreciation	Calculate the delivered price and the balance due for a used car	Standards Correlation chartsExplore Algebra and Geometry activities	Question and answer session
 Examine the rate of depreciation 	 Calculate average annual depreciation on a car 	Competitive events preparation	Current event assignment
	 Calculate the rate of depreciation 	Using technology and the Internet guide	Worksheets from workbook
G. Car Insurance	Calculate car insurance	Internet activitiesGuest speakers from the	Unit test
 Discuss car insurance premiums 	premiums	community	Homework
 H. Car Purchases and Leases Discuss financing car purchases Examine costs of leasing Compare leasing and buying Examine costs of operating cars 	 Calculate the total amount paid and the finance charge for installment loan car purchases Calculate the cost of leasing cars Compare the costs of leasing and buying cars Calculate the cost of operating cars 	 Computer application software: Word processing Spreadsheets Presentation software Newspapers Magazines 	

Unit: Business Technologies

Content Standard: Explore purchasing/leasing a computer system, software licenses, e-business and airtime charges for wireless phones.

Course Content	Student Performance	Resources	Assessments
A. Computer Hardware and Storage	Calculate the costs of buying computer hardware	Business Math 15 th Edition (South-Western Publishing,	Problems from text
 Evaluate buying 	Calculate the costs of	2003)	Vocabulary review
computer hardwareEvaluate leasing computer hardware	 leasing computer hardware Calculate the costs and 	study guide	• Quizzes
Identify computer storage	capacities of data storage	Business Math data activities CDBusiness Math National	Group-work projects
B. SoftwareDiscuss buying software	Calculate the cost of buying software	Standards Correlation charts Explore Algebra and	Question and answer session
 Evaluate developing 	Calculate the cost	Geometry activities	
software	developing software	Competitive events preparation	Current event assignment
C. Computer System SupportIdentify total costs of	 Calculate the total costs of operating computer systems 	 Using technology and the Internet guide 	Worksheets from workbook
operating computer systems	 Calculate the number and costs of technical support 	Internet activitiesGuest speakers from the	Unit test
 Discuss technical support 	personnel	communityComputer application	Homework
D. E-Business	Calculate assts of an a	software: • Word processing	
 Evaluate e-business Websites 	Calculate costs of an e- business web site	Spreadsheets	
Identify high-speed Internet access	 Calculate the costs and capacities of high-speed Internet access 	Presentation softwareNewspapersMagazines	
E. Wireless CommunicationsDiscuss wireless phone	Calculate the cost of		
service • Discuss paging service	wireless phone serviceCalculate the cost of paging service		

Unit: Manage People and Inventory

Content Standard: Understand employee recruitment, cost of employees, and tracking inventory.

Course Content	Student Performance	Resources	Assessments
A. Employee Recruitment Costs	Calculate the cost of employment advertising	Business Math 15 th Edition (South-Western Publishing,	Problems from text
Evaluate employment advertisingDiscuss hiring costs	 Calculate the cost of hiring an employee Calculate the cost of outside 	2003)Business Math activities and study guide	Vocabulary review
Identify employment agency recruitment	agency recruitment	study guideBusiness Math data activities CD	QuizzesGroup-work projects
B. Wage and Salary IncreasesDiscuss cost-of-living adjustments	Calculate cost-of-living adjustments (COLA)Calculate bonuses	Business Math National Standards Correlation charts Evalure Algebra and	Question and answer
Learn about bonusesDiscuss profit-sharingC. Total Costs of Labor	 Calculate profit sharing Calculate cost of full-time 	Explore Algebra and Geometry activitiesCompetitive events	sessionCurrent event assignment
 Identify costs of full-time employees 	employeesCalculate cost of part-time	preparationUsing technology and the	Worksheets from workbook
 Discuss cost of part-time employees D. Tracking and Re-Ordering 	employeesCalculate inventory balances	Internet guideInternet activitiesGuest speakers from the	Unit test
InventoryEvaluate inventory recordsIdentify re-order point	Calculate the stock re-order point	communityComputer application software:	Homework
E. Inventory ValuationDiscuss First In, First Out method	 Calculate inventory value on FIFO basis Calculate inventory value on 	Word processingSpreadsheetsPresentation software	
 Discuss Last In, First Out method Discuss Weighted Average method 	LIFO basisCalculate inventory value on weighted average basis	NewspapersMagazines	
F. Ordering/Carrying InventoryIdentify ordering costsDiscuss carrying costs	Find ordering costs of inventoryFind carrying costs of inventory		