

# Business Finance Pacing Guide

## Every Week

	Monday	Tuesday	Wednesday	Thursday	Friday
Weekly Teacher Activates	Reconcile Accounts			Generate bills	Handout Paychecks
				Print Paychecks	
Student Activities	Update Bills & Work on Assignments			Turn in Time Cards	Students Pay Bills

## WEEK 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Lessons	1.1 Introduction to this Course	1.1 Review	1.3 Review	1.4 Review	1.5 Review
	1.2 Weekly Time Cards	1.2 Review	1.4 Personality Survey	1.5 Applying For a Job	1.6 Review
		1.3 Introduction to Companies		1.6 Interview Questions	
Worksheets	There are no worksheets this week				
Forms	Pre-Employment Skills Assessment		Personality: RIASEC Test	Interview Questions	
	Weekly Time Card			Blank Job Application	
Assessments	No Assessment for Week 1				
Projects	<b>Project 1.1 Get a Job:</b> Students will fill out a Personality Survey, a Job Application, and seek to be hired by one of the class' companies so that they can begin earning money.				
Weekly Activity	This week students are learning about getting jobs. It is normal to have some students transfer in at the semester break, some may have had Personal Finance and others have not. Business finance differs in that students don't work for the teacher, they work for each other. In the coming weeks they will start companies and manage the companies together. Allow them to work on material and interview those who are ready.				

## WEEK 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Lessons	2.1 Developing Products	2.1- May take 2 days	2.1 Review	2.2 Review	2.3 Review
		2.1 Review	2.2 Selling and Billing Products	2.3 Tracking Your Business	
Worksheets	2.1a Rent by Room	2.1c Vehicle Fuel Costs	2.1e Vehicle Loan Payment	2.3 Tracking Business Income	
	2.1b Calculating Utilities	2.1d Vehicle Maintenance Costs			
Forms	Business Time Card	Vehicle Cost Table		Business Income Statement	
				Bill Change Form	
Assessments			2.1a Rent by Room	2.1b Calculating Utilities	
Projects	Students should be applying for and joining companies.				
Weekly Activity	During the first week students will be applying for jobs, interviewing, and deciding the companies they will work for. You may want to spread the lessons and assignments out over the two weeks depending on how the students work.				

## Week 3

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 2 - Continued	Lessons	Continued from Previous Week as Needed				
	Worksheets					
	Forms					
	Assessments	2.1 c Vehicle Fuel Costs	2.1d Vehicle Maintenance Costs	2.1e Vehicle Loan Payment	2.3 Tracking Business Income	Unit 2 Test
	Projects	<b>Project 2.1 Create and Sell Product:</b> Students will research, and develop products for the companies to sell. They will create a portfolio of the products they have created which will include product description, bill calculation for those products, and a list of their customers.				
	Weekly Activity	During the second week students should have applied for, interviewed for, and joined companies. This week they should focus on getting their products together in a nice portfolio and begin selling product to other students.				

## WEEK 4

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 3	Lessons	3.1 Working with Fractions	3.1 Review	3.2 Review		
			3.2 Advertising and Billboards			
	Worksheets	3.1a Adding Fractions	3.1b Subtracting Fractions	3.2 Billboard Prices		
	Forms	Grid Paper				
	Assessments		3.1 Fractions	3.2 Billboard Prices		Unit 3 Test
	Projects	<b>Project 3.1 Design a Billboard and Slogan:</b> Students will design an 11'x17' Billboard advertisement for their companies and estimate accurately the surface area of each of the graphical components of the billboard and the cost to print it.				
Weekly Activity	This week the students are trying to sell products to each other and design their advertisements. <b>This is the first week students will pay bills.</b>					

## Week 5

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 4	Lessons	4.1 Large Numbers 4.2 What is Worse	4.1 Review 4.3 Where Tax Money is Spent	4.3 Review 4.4 Graphing Budgets- Pie Graphs	4.4 Review	
	Worksheets	4.1 Naming Large Numbers		4.4 Pie Graphs		
	Forms					
	Assessments		4.1 Naming Large Numbers		4.4 Pie Graphs	
	Projects	<b>Project 4.1 Where Tax Money is Spent:</b> Students will review where tax money is spent. They will make charts, graphs, or other methods to demonstrate the usages of taxes, and will modify the budget to spend taxes on their preferred programs. They will present their report to the class.				
	Weekly Activity	Lesson 4.2 is a strange but true new story that can be used to show the importance the government puts on paying taxes.				

## Week 6

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 4- Continued	Lessons	4.5 Graphing Budgets- Bar Graphs	4.5 Review	4.6 Review		
			4.6 Graphing Budgets- Line Graphs			
	Worksheets	4.5 Bar Graphs	4.6 Line Graphs			
	Assessments		4.5 Bar Graphs	4.6 Line Graphs	Unit 4 Test	
	Projects	Project 4.1 Where Tax Money is Spent: Continued				
	Weekly Activity	The focus is completing the project and understanding how to represent data in an easy to read graphical format.				

## Week 7

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 5	Lessons	5.1 Tax Explained at Lunch	5.1 Review	5.2 Review	5.3 Review	
			5.2 Calculating Taxes	5.3 Using Tax Tables		
	Worksheets	5.1 Federal Taxes	5.2 Calculating Taxes	5.3a Taxes Owed or Refund		
				5.3b Tax Tables		
	Forms				Tax Tables	
	Assessments			5.2 Calculating Taxes	5.3a Taxes Owed	Unit 5 Test
				5.3b Tax Tables		
Projects	Project 5.1 Understanding Tax Brackets: Students will graph tax rates.					
Weekly Activity	This is a great opportunity to discuss politics influence on taxes. Where possible, use real tax information available from: <a href="http://www.irs.gov">www.irs.gov</a>					

## Week 8

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 6	Lessons	6.1 Working with Negatives	6.1 Review	6.2 Review		
			6.2 The W-4	6.3 The 1040EZ		
	Worksheets	6.1 Working with Negatives		6.3 1040EZ		
	Forms			Tax Tables		
	Assessments		6.1 Working with Negatives	6.2 The W-4	6.3 The 1040EZ	Unit 6 Test
	Projects	Project 6.1 Completing 1040EZ Tax Forms: Students will complete a 1040EZ for three different people.				
Weekly Activity	This week taxes become more personal as students learn how to pay taxes. Where possible, use real tax information available from: <a href="https://apps.irs.gov/app/picklist/list/formsPublications.html">https://apps.irs.gov/app/picklist/list/formsPublications.html</a>					

## Week 9

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 7	Lessons	7.1 Staffing Requirements	7.1 Review	7.2 Product Pricing	7.2 Review	
	Worksheets	7.1a How Many Employees	7.1b Employee Costs	7.2a Product Costs		
				7.2b Profit		
	Forms					
	Assessments		7.1a How Many Employees	7.1b Employee Costs	7.2a Product Costs	Unit 7 Test
					7.2b Profit	
Projects	<b>Project 7.1 Calculate Staffing Requirements:</b> Students will calculate the profits under various labor contracts and submit their findings in a report they could submit to an investment company.					
Weekly Activity	Students may struggle with combining various concepts into one problem. It is not necessary to require them to take all quizzes or do all assignments. It is better for students to develop a great project so they can see the application of the math rather than just practicing it on a worksheet.					

## Week 10

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 8	Lessons	8.1 Popcorn Company	8.1 Review			
	Worksheets	8.1a Cost of Materials	8.1b Calculating Profits			
	Forms					
	Assessments		8.1a Cost of Materials	8.1b Calculating Profits	Unit 8 Test	
Projects	<b>Project 8.1 Unit Sales and Markup:</b> Students will calculate costs of buying and selling popcorn.					
Weekly Activity	Students will learn about marking up products and applying those concepts of profits to a popcorn company. Let them make popcorn and even sell it as a fund raiser activity.					

## Week 11

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 9	Lessons	9.1 Product Design	9.1 Review			
	Worksheets	9.1a Usage and Waste	9.1b Product Cost			
	Forms					
	Assessments		9.1a Usage and Waste	9.1b Design Cost	Unit 9 Test	
Projects	<b>Project 9.1 Marshmallow Shooter:</b> Students will design and calculate the cost of a marshmallow shooter. They will calculate costs, sale price, and profits.					
Weekly Activity	There are many different designs online. Students should spend time working on designing their toy but they need to focus on the calculations. A good project will include waste calculations and accurate pricing.					

## Week 12

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 10	Lessons	10.1 Travel Agent- Road Trip	10.1 Review	10.2 Review	10.3 Review	
			10.2 Travel Agent- Travel Time	10.3 Travel Agent- Hotel Costs		
	Worksheets	10.1 Cost of Gas	10.2 Travel Time	10.3a Hotel Costs without Tax	10.3b Hotel Costs with Tax	
	Forms		Metro Map			
	Assessments		10.1 Cost of Gas	10.2 Travel Time in States		10.3 Hotel Costs
	Projects	<b>Project 10.1 Road Trip:</b> Students will plan a road trip to a destination that is more than 150 miles from their home and includes at least one overnight stay. They will plan the trip and calculate all costs involved.				
	Weekly Activity	Have students put together presentations in various formats, whatever they are comfortable with. Some may use a presentation software while others will cut and past paper. Make sure they have fun.				

## Week 13

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 10- Continued	Lessons	10.4 Currency Conversion	10.4 Review			
	Worksheets	10.4 Currency Conversion				
	Forms					
	Assessments		10.4 Currency Conversion	Unit 10 Test		
	Projects	<b>Project 10.2 Dream Vacation:</b> Students will plan a dream vacation for given customers. They will include travel arrangements, lodging arrangements, daily itinerary, meals, and spending money. They will present the vacation plans in front of the class.				
	Weekly Activity	Have students put together presentations in various formats, what ever they are comfortable with. Some may use a presentation software while others will cut and past paper. Make sure they have fun.				

## Week 14

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 11	Lessons	11.1 More Work With Fractions	11.1 Review	11.2 Review	11.3 Review	
			11.2 Recipe Conversions	11.3 Creating a Menu		
	Worksheets	11.1a Improper Fractions	11.1b Multiplying Fractions	11.1c Dividing Fractions		
				11.3 Unit Conversion		
	Forms					
	Assessments		11.1a Improper Fractions	11.1b Multiplying Fractions	11.1c Dividing Fractions	Unit 11 Test
					11.3 Unit Conversion	
Projects	<b>Project 11.1 Restaurant Owner:</b> Students will design the menu for their restaurant. They will choose a minimum of three items for the menu: an Appetizer, a Main Course, and a Desert. Each of these items must have at least 3 ingredients in it.					
Weekly Activity	Students will design menu's for their business. you can focus on the math behind the design, the artwork and creativity of the food, or both. For extra fun, have them create samples of their plates they are serving.					

## Week 15

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 12	Lessons	12.1 Shipping	12.1 Review			
	Worksheets	12.1a Shipping Measurements	12.1b Shipping Costs			
	Forms					
	Assessments		12.1a Shipping Measurements	12.1b Shipping Costs	Unit 12 Test	
	Projects	<b>Project 12.1 Shipping:</b> Students will research different shipping companies and compare their prices. They will present their findings as a business proposal to the manager of their company.				
	Weekly Activity	It is surprising how many different things can be shipped. Students will learn about the costs associated with shipping and discover that there are many different companies that can ship products all over the world.				

## Week 16

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 13	Lessons	13.1 Games and Probabilities	13.1 Review	13.2 Review		
			13.2 Experimental Probability			
	Worksheets	13.1a Probability with Coins	13.1b Probability with 1 Die	13.1c Probability with 2 Dice		
	Forms					
	Assessments				Unit 13 Test	
	Projects	Project 13.1 Experimental Probability: Students will design and test a carnival style game in order to project the probability that a customer will win the game.				
Weekly Activity	Students will design a game and learn about probabilities. This can be a fun week if you let them play.					

## Week 17

		Monday	Tuesday	Wednesday	Thursday	Friday
Unit 14	Lessons	14.1 Graphing Refresher	14.1 Review	14.2 Review	14.3 Review	
			14.2 Projecting Profits	14.3 Graphing Profits		
	Worksheets	14.1a Slope	14.1b Graphing Slope	14.2a Net Profit	14.2b Net Profit on Multiples	
	Forms					
	Assessments		14.1a Slope	14.1b Graphing Slope	14.2a Net Profit	14.2b Net Profit on Multiples
	Projects	<b>Project 14.1 Graphing:</b> Students will graph something related to one of their previous projects.				
Weekly Activity	Students will learn how companies are able to project their incomes many months in advance. Projecting profits accurately can be the deciding factor in whether a company succeeds or fails. This is real world application of an algebra concept at its very best.					

## Week 18

Unit 14- Continued		Monday	Tuesday	Wednesday	Thursday	Friday
	Lessons	14.4 Graphing Equations	14.4 Review			
	Worksheets	14.4a Graphing Equations	14.4b Graphing the Equations			
	Forms					
	Assessments		14.4a Graphing Equations	14.4b Graphing the Equations	Unit 14 Test	
	Projects	Project 14.1- Continued				
	Weekly Activity	If you have a students who work quickly and get ahead of the rest of the class, encourage them to look into real companies and how their predictions affect their stock prices.				

## Week 19

Unit 15		Monday	Tuesday	Wednesday	Thursday	Friday
	Lessons	15.1 Final Review				
	Worksheets					
	Forms					
	Assessments					
	Projects	There are no projects this week.				
Weekly Activity	Use this week to catch up if necessary and review lessons as needed in preparation for the final.					

## Week 20

Unit 15- Continued		Monday	Tuesday	Wednesday	Thursday	Friday
	Lessons					
	Worksheets					
	Forms					
	Assessments	Final				
	Projects					
Weekly Activity						