

Warren County School District

PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Business Math Using Excel

Course Number: _____

Course Description and Prerequisites: (Include “no final exam” or “final exam required”)

The student must be enrolled in the Business Curriculum

Business Math Using Excel prepares students for today's jobs by incorporating math concepts using two approaches. One approach is to teach the concepts using the traditional method of calculating. The second approach is to teach those same concepts showing how Excel would make the calculations. Business Math Using Excel helps students create formulas and use Excel's functions to make it the powerful application tool it is meant to be, and develop a higher level of math skill.

Suggested Grade Level: 10-12

Length of Course: _____ One Semester X Two Semesters _____ Other
(Describe)

Units of Credit: 1 (Insert NONE if appropriate.)

PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certification(s)
(Insert certificate title and CSPG#) Business

Certification verified by WCSD Human Resources Department:
X Yes _____ No

Board Approved Textbooks, Software, Materials:

Title: Business Math Using Excel

Publisher: Thomson/South-Western

ISBN #: 0-538-72601-6

Copyright Date: 2005
Date of WCSD Board Approval:

BOARD APPROVAL:

Date Written: February 08

Date Approved: _____

Implementation Year: 2009-2010

Suggested Supplemental Materials: None

Course Standards

Career Education and Work Standards:

13.3.11. Career Retention and Advancement A, D, E, G

13.4.11 Entrepreneurship A

WCSD Academic Standards: None

Industry or Other Standards: None

WCSD EXPECTATIONS

WCSD K-12 Expectations for instruction in writing, reading, mathematics and, technology have been developed and revised annually. The teacher will integrate all WCSD Expectations into this planned instruction.

SPECIAL EDUCATION AND GIFTED REQUIREMENTS

The teacher shall make appropriate modifications to instruction and assessment based on a student's Individual Education Plan (I.E.P.) or Gifted Individual Education Plan (G.I.E.P.).

SPECIFIC EDUCATIONAL OBJECTIVES/CORRESPONDING STANDARDS AND ELIGIBLE CONTENT WHERE APPLICABLE

13.3.11 Career Retention and Advancement A,D,E,G.

	Performance Indicator	1	2	Assessment
A.	Evaluate personal attitudes and work habits that support career retention and advancement.			<ul style="list-style-type: none">• Quizzes• Teacher Observation• Tests.
D.	Develop a personal budget based on career choice, such as, but not limited to Charitable contributions.			
E.	Evaluate time management and strategies and their application to both personal and work situations.			
G.	Evaluate the impact of lifelong learning on career retention and advancement.			

13.4.11 Entrepreneurship A

	Performance Indicator	1	2	Assessment
A.	Analyze entrepreneurship as it relates to personal career goals and corporate opportunities.			<ul style="list-style-type: none">• Quizzes• Teacher Observation• Tests.

ASSESSMENTS

PSSA Assessment Anchors Addressed: The teacher must be knowledgeable of the PDE Assessment Anchors and/or Eligible Content and incorporate them into this planned instruction. Current assessment anchors can be found at pde@state.pa.us.

Formative Assessments: The teacher will develop and use standards-based assessments throughout the course.

Portfolio Assessment: _____ Yes X No

District-wide Final Examination Required: _____ Yes X No

Course Challenge Assessment (Describe):
Written Tests

REQUIRED COURSE SEQUENCE AND TIMELINE

Content Sequence	Dates
Business Math concepts using Excel:	
Basic Math Functions	14 days
Fractions	11 days
Percents	11 days
Bank Services	11 days
Payroll	14 days
Taxes and Insurance	11 days
Purchasing Merchandise	16 days
Markup and Markdown	14 days
Interest	11 days
Consumer Credit and Mortgages	11 days
Annuities, Stocks, and Bonds	11 days
Depreciation	14 days
Financial Statements	11 days
Business Statistics	11 days
Enrichment	9 days

Objectives:

1. Identify each position of the decimal number system, terms used with addition, subtraction multiplication, division, and combine basic math operations in Excel.
2. Use Excel to add, subtract, mixed numbers, multiply and divide numbers and fractions.
3. Use Excel to format a percent, decimal, fraction. Find the part, rate, base and calculate increase and decrease as well as percentage distribution.
4. Use Excel to reconcile a bank statement.
5. Use Excel to calculate straight time, overtime, double time, various methods of compensation, social security, Medicare, federal income tax, and state income tax.
6. Use Excel to calculate property taxes, SUTA, FUTA, and federal income tax.
7. Use Excel to calculate insurance premiums.

8. Use Excel to calculate compound amount and compound interest.

9. Use Excel to calculate the mean, median, and mode.

WRITING TEAM: F. Darlene Albaugh and Mary Ann Jones

WCSD STUDENT DATA SYSTEM INFORMATION

1. Is there a required final examination? X Yes No
2. Does this course issue a mark/grade for the report card?
 X Yes No
3. Does this course issue a Pass/Fail mark? Yes X No
4. Is the course mark/grade part of the GPA calculation?
 X Yes No
5. Is the course eligible for Honor Roll calculation? X Yes No
6. What is the academic weight of the course?
 No weight/Non credit X Standard weight
 Enhanced weight (Describe)