

**WARREN COUNTY SCHOOL DISTRICT**  
**PLANNED INSTRUCTION**

**COURSE DESCRIPTION**

**Course Title:** Principles of Business

**Course Number:** \_\_\_\_\_

**Course Prerequisites:** Word 101 &/or Accounting I, or permission of Instructor

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

This course combines aspects of business law and business writing to prepare the student to follow a career in business. Law establishes the ground rules that ordinary people use to define their private rights and duties and obligations of businesses and other individuals. The student will be equipped with the communication tools needed for success in today’s workplace. Topics such as exchanging information via telecommunications software, electronic mail, images and multimedia, and on-line information services are presented. Students refine writing, listening, speaking, computing, and research skills while using the latest technology tools.

NOCTI is the final exam for all Business completers.

**Suggested Grade Level:** 11-12

**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:** 21<sup>st</sup> Century Skills – Business Law

**Publisher:** South- Western

**ISBN #:** 978-0-538-74061-6

**Copyright Date:** 2011

**Date of WCSD Board Approval:**

Business Communication 2E

South-Western

978-0-538-44947-2

2010

## **BOARD APPROVAL:**

**Date Written:** November, 2009

**Date Approved:** \_\_\_\_\_

**Implementation Year:** 2010

**Suggested Supplemental Materials:** (List or insert None)

Study Guide 978-0-538-44959-5 (South-Western)

Current Microsoft Office software

## **Course Standards**

**PA Academic Standards:** (List by Number and Description)

13.1.11 Career Awareness and Preparation A, B, C, F

13.2.11 Career Acquisition (Getting a Job) A, B, C, E

13.3.11 Career Retention and Advancement A, B, C, E , F, G

13.4.11 Entrepreneurship C, D

**WCSD Academic Standards:** (List or None)

None

**Industry or Other Standards:** (List, Identify Source or None)

NOCTI

## **SPECIAL EDUCATION AND GIFTED REQUIREMENTS**

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

**SPECIFIC EDUCATIONAL OBJECTIVES/CORRESPONDING STANDARDS AND  
ELIGIBLE CONTENT WHERE APPLICABLE**

(List Objectives, PA Standards #'s, Other Standards (see samples at end))

**PA Standard: 13.1.11 Career Awareness and Preparation A, B, C, F**

X – performance assessed during that semester

	<b>Performance Indicators</b>	<b>1</b>	<b>2</b>	<b>Assessment</b>
A.	Relate careers to individual interests, abilities, and aptitudes			<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• Teacher Observation</li> <li>• Tests</li> </ul>
B.	Analyze career options based on personal interests, abilities, aptitudes, achievements, and goals			
C.	Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices			
F.	Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to: Associate degree, Baccalaureate degree, Immediate part/full time employment			

**PA Standard: 13.2.11 Career Acquisition (Getting a Job) A, B, C, E,**

X – performance assessed during that semester

	<b>Performance Indicators</b>	<b>1</b>	<b>2</b>	<b>Assessment</b>
A.	Apply effective speaking and listening skills used in a job interview			<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• Teacher Observation</li> <li>• Tests</li> </ul>
B.	Apply research skills in searching for a job			
C.	Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: Job application, Letter of appreciation following an interview, Letter of introduction, Postsecondary education/training, Request for letter of application, Resume			
E.	Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge			

**PA Standard: 13.3.11 Career Retention and Advancement A, B, C, E, F, G**

X – performance assessed during that semester

	<b>Performance Indicators</b>	<b>1</b>	<b>2</b>	<b>Assessment</b>
A.	Evaluate personal attitudes and work habits that support career retention and advancement			<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• Teacher Observation</li> <li>• Tests</li> </ul>
B.	Evaluate team member roles to describe and illustrate active listening techniques			
C.	Evaluate conflict resolution skills as they relate to the workplace			
E.	Evaluate time management strategies and their application to both personal and work situations			
F.	Evaluate strategies for career retention and advancement in response to the changing global workplace			
G.	Evaluate the impact of lifelong learning on career retention and advancement			

**PA Standard: 13.4.11 Entrepreneurship C, D**

X – performance assessed during that semester

	<b>Performance Indicators</b>	<b>1</b>	<b>2</b>	<b>Assessment</b>
C.	Relate principles of entrepreneurship to career goals.			<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• Tests</li> <li>• Supplemental cases</li> </ul>
D.	Analyze intervention plans and evaluate their effectiveness in specific situations.			

## 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](mailto: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):**

Performance Assessments

Tests

## REQUIRED COURSE SEQUENCE AND TIMELINE

(Content must be tied to objectives)

Content Sequence	Dates
Business Writing	15 days
Editing	15 days
Grammar	15 days
Proofreading	15 days
Mechanics of Writing	15 days
Workplace Communications	15 days
Law and Justice	12 days
Contracts	12 days
Property Law	12 days
Employment Law	12 days
Business Organizations	12 days
Law & Finance	12 days
Ethics	12 days
Enrichment	6 days

**Objectives:**

Student will use proper Business Writing on all documents.

Student will Edit all documents correctly.

Student will use proper Grammar on all documents.

Student will Proofread documents correctly.

Student will use correct Mechanics of Writing on all documents.

Student will use proper Workplace Communications.

Student will be able to identify consequences of unethical and illegal conduct.

Student will be able to differentiate between jurisdiction of the federal and state court systems.

Student will be able to differentiate between the different classes of contracts.

Student will be able to distinguish between the different kinds of property law.

Student will be able to identify legislation that regulates employee rights, employment conditions, and worker benefits.

Student will be able to differentiate between different business organizations.

Student will be able to demonstrate an understanding of commercial paper, secured transactions, and bankruptcy.

**WRITING TEAM:** F. Darlene Albaugh, Mary Ann Jones

**REVIEWED BY:** Suzanne Hornick, Karen Motter

**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)