

Business Essentials Pacing Guide

Week	Unit	Chapter Alignment	Activities	Kansas Competency Alignment
1	Personal Finance Unit	GTKY Games, Preview/Unit Intro	Poverty Simulation (playspent.org) PF Vocabulary Crossword	<ul style="list-style-type: none"> Understand how to maintain, monitor, plan, and control the use of financial resources to protect an entrepreneur and business's fiscal well-being.
2		Budgeting Credit & Credit Scores Savings & Investing	Credit WWYD Gallery Walk Financial Calculators Project	
3		Paychecks, Taxes	Figure Timecard Complete W4 together Complete 1040	
4		Maintaining a Checking Account	Checkbook Simulation	
5			Checkbook Simulation	
6	Economics Chapter 1	Vocabulary 1.1 Wants vs. Needs 1.2 Economic Resources/Factors of Production 1.3 Project Based Learning 1.4 Supply and Demand	Wants/Needs Post-it Activity Economic Systems Foldable Group Supply/Demand Chart Activity	<ul style="list-style-type: none"> Examine and employ business and economic principles and concepts in making informed business decisions to continue business operations.
7	Economics Chapter 2	2.1 GDP 2.2 Business Cycles	GDP Country Comparison Business Cycle Timeline Activity	<ul style="list-style-type: none"> Examine the history of business in both the US and other international markets.
8		2.3: National Debt	Fiscal Ship, Debrief and Examine others policies	
9	Types of Business Ownership Chapter 5	5.1 Business in the US Economy 5.2: Forms of Business Ownership 5.3 Organizational Structure for Businesses	Marshmallow Tower Project Franchise Research Project	<ul style="list-style-type: none"> Describe business's responsibility to know and abide by laws and regulations that affect business operations.

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10	Entrepreneurship Chapter 6	6.1 Becoming an Entrepreneur 6.2 Small Business Basics 6.3 Starting a Small Business	Do you have what it takes Activity Entrepreneur Research Project	<ul style="list-style-type: none"> Assess entrepreneurship/small-business management career information to enhance opportunities for career success
11			Finish & Present Entrepreneur Project	
12	Business Ethics	4.1: Social Responsibility and Business Ethics 4.2: Government Protection Activities 4.3: Government Regulation and Assistance	Business Ethic Scenarios Business Ethics Helpdesk Project	<ul style="list-style-type: none"> Employ and manage techniques, strategies and systems used by management to foster self-understanding and enhance business relationships.
13	Customer Service	Customer Service Guidelines	Create Customer Service Training Videos Project.	<ul style="list-style-type: none"> Create, communicate and deliver value to customers while managing customer relationships.
14	Marketing Chapter 10	10.1 Marketing Basics 10.2 Develop Effective Products and Services 10.3 Price and Distribute Products 10.4 Plan Promotion	Innovation/Marketing Project	<ul style="list-style-type: none"> Manage marketing activities to facilitate business development and growth.
15				
16				
17	Job Skills	Resume Creation Cover Letters Interview Skills	Do's and Don'ts video project	<ul style="list-style-type: none"> Develop skills related to seeking and applying for employment to find and obtain a desired job. Explore, obtain and develop strategies for ensuring a successful business career.
18	Business Careers	Career Clusters Business Careers	Career Research Project	
19	Review/Finals	Review/Finals	Quizlet Live Kahoot	

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Competencies used throughout the semester on multiple projects include:

- Demonstrate use of the concepts, strategies, and systems for obtaining and conveying ideas and information to enhance communication in the workplace.
- Use correct grammar, punctuation and terminology to write and edit documents.
- Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.
- Employ and manage techniques, strategies, and systems used by management to foster self-understanding and enhance business relationships.
- Employ technological tools to expedite workflow.
- Operate writing and publishing applications to prepare business communications.