

Wallenpaupack Area School District

Wallenpaupack Area High School

Course Title: Virtual Business Practice Firm Part B

Length of Course: Full Semester - 0.5 Credit

District Policies:

Academic Integrity:

Academic integrity is essential to the success of an educational community. Students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, multiple submissions and other forms of dishonest or unethical behavior, is prohibited.

Assessment:

The goal of grading is to report student progress and achievement to the parents to strengthen the home-school connection. The grade should accurately reflect the student's performance in mastering the PA Standards and the WASD curriculum.

Attendance:

Regular school attendance is vitally important to academic success. Not only does attendance reinforce and enrich the learning process; it also establishes patterns and attitudes that will carry forward into adult work habits. Regular, consistent attendance is a prerequisite to successful school life. Children should be absent only in cases of illness or emergency.

Special Education:

Our commitment to each student is to ensure a free appropriate public education which begins with the general education setting, with the use of Supplementary Aids and Services. Inclusive education describes the successful education of all students with the appropriate supports and services to participate in and benefit from the general classroom settings and other educational environments.

Course Description:

Using a business model, students who previously and successfully completed Virtual Business Practice Firm Part A, will work as team members in a simulated business firm. The students will have the opportunity to perform various business functions (i.e., purchasing, accounting, marketing, human resources, corporate event planning) as the firm transacts business with students in other simulated companies both in the U.S. and in other countries. Students will work in a different department than they did in Part A. Students will be involved in decision-making, critical thinking, and team activities.

Pennsylvania State Standards:

13.2.11 A. Apply effective speaking and listening skills used in a job interview.

B. Apply research skills in searching for a job.

- CareerLinks
- Internet (i.e. O*NET)
- Networking
- Newspapers
- Professional associations
- Resource books (that is Occupational Outlook Handbook, PA Career Guide)

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 applications
- Request for letter of recommendation
- Resume

E. Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to:

- Commitment
- Communication
- Dependability
- Health/safety
- Laws and regulations (that is Americans With Disabilities Act, child labor laws, Fair Labor Standards Act, OSHA, Material Safety Data Sheets)
- Personal initiative
- Self-advocacy
- Scheduling/time management
- Team building
- Technical literacy
- Technology

13.3.11. A. Evaluate personal attitudes and work habits that support career retention and advancement.

B. Evaluate team member roles to describe and illustrate active listening techniques:

- Clarifying
- Encouraging
- Reflecting
- Restating
- Summarizing

C. Evaluate conflict resolution skills as they relate to the workplace:

- Constructive criticism
- Group dynamics
- Managing/leadership
- Mediation
- Negotiation
- Problem solving

13.4.11. A: Analyze entrepreneurship as it relates to personal career goals and corporate opportunities.

C: Develop a business plan for an entrepreneurial concept of personal interest and identify available resources, such as, but not limited to:

- Community based organizations (that is chambers of commerce, trade/technical associations, Industrial Resource Centers)
- Financial institutions
- School-based career centers Small Business Administration services (that is SCORE, Small Business Development Centers, Entrepreneurial Development Centers)

15.1.12.Q: Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance.

15.2.12.D: Analyze job tasks and responsibilities when working in a virtual versus a traditional work environment.

15.3.12.B: Analyze business documents for content and effectiveness.

15.3.12.G: Employ appropriate presentation skills to lead discussions and team activities.

15.3.12.J: Apply strategies to overcome barriers to active listening.

15.3.12.O: Identify the diverse communication skills necessary within an organization (e.g., customer relations, sales, management).

15.3.12.P: Demonstrate leadership communication skills through delegating, negotiating, goal setting, and generating ideas.

National Business Education Standards by National Education Association:

I. Entrepreneurs and Entrepreneurial Opportunities

Recognize that entrepreneurs possess unique characteristics and evaluate the degree to which one possesses those characteristics.

II. Marketing

Analyze customer groups and develop a plan to identify, reach, and keep customers in a specific target market.

III. Economics

Apply economic concepts when making decisions for an entrepreneurial venture.

IV. Finance

Use the financial concepts and tools needed by the entrepreneur in making business decisions.

V. Accounting

Recognize that entrepreneurs must establish, maintain, and analyze appropriate records to make business decisions.

VI. Management

Develop a management plan for an entrepreneurial venture.

VII. Global Markets

Analyze the effect of cultural differences, export/import opportunities, and trends on an entrepreneurial venture in the global marketplace.

VIII. Legal

Analyze how forms of business ownership, government regulations, and business ethics affect entrepreneurial ventures.

IX. Business Plans

Develop a business plan.

Course Objectives:

Students will demonstrate the ability to:

Throughout the semester, sample business tasks the students will complete include (but are not limited to):

- Accounting/Finance: Develop, plan and monitor a budget
 Process payroll
 Prepare financial statements

- Purchasing and Buying: Determine employee purchasing policies
 Requisition the purchase of goods and services
 Maintain inventory records
 Update information on suppliers

- Marketing: Develop a marketing plan
 Prepare advertising copy and promotional material
 Organize a sales campaign
 Promote an Internet presence
 Conduct market research and analysis

- Human Resources: Administer personnel interviews
 Maintain employee records
 Organize employee training
 Conduct staff meetings
 Plan corporate trips

Students will master the skills of:

- Working in a team setting
- Goal setting
- Performing the responsibilities involved with running a business
- Critical thinking

Major Activities to Support Course Objectives:

See course pacing guide

Student Responsibilities:**Attendance expectations:**

Attendance is essential in a class such as Virtual Business. Due to the nature of this class, the coursework is primarily completed during the class block. Therefore, frequent absences will result in the student missing work which must be completed

Homework expectations:

Due to the unique nature of this course, the coursework is completed during the block. Should a student be absent, he/she will be held accountable for any missed work and will be given one day for each day missed to make up work

Late Work: Any work that is turned in late will receive a reduced grade. If the work is late more than five (5) days the student will receive a grade of 0 for that particular assignment.

Assessment:**Grading Components:**

All work completed will be assessed using a weighted grading system.

Grading components will include:

Business Practice Firm Classwork	=	50%
Classwork/Employee Performance	=	10%
Presentations	=	10%
Journals	=	30%

Content Pacing Guide:

Month 6, Month 7, Month 8	Implement the Business Plan and follow the Monthly Firm Activities	
	Prepare for a tradeshow	ADMIN 16
	conduct research on trade shows	ORIENT 13
	brainstorm a theme	ORIENT 12
	Develop a trade show budget	SLS-MKT 18
	develop a booth design	GRAPHICS 9
	prepare promotional materials (catalog/brochures/banners/displays)	GRAPHICS 7 / SLS-MKT 14
	prepare sales materials (order forms/invoices)	GRAPHICS 7
	Create a sales pitch	SLS-MKT 9, 10
	Train the sales staff	SLS-MKT 18
	Adapt materials for foreign markets	SLS-MKT 17
	Manage Accounts Receivable	ACCT BA

Time-frame	Task	VE Curric. Task #
Month 9, Month 10	Prepare an Annual Report	ADMIN 17
	What is your corporate message?	ADMIN (TBD)
	Design a template	GRAPHICS 10
	Letter to Shareholders	ADMIN (TBD)
	Write management reports	5LS-MKT 19
	Prepare financial statements	ACCT 20, 22
	Prepare financial highlights	ACCT 20, 22
	Submit Firm Financial Data Form	
	Submit the Annual Report	
	Complete the corporate tax return	ACCT 21
	Conduct end of the year employee evaluations	HR 8
	Recruit employees for next year's firm	HR 15, 17
	Prepare for transition	ADMIN 18 / ACCT 23, 24
	Administer the VE Post Test	
	Administer the VE Economics Exam	
	Complete the Student Exit Questionnaire	
	Prepare employee portfolios	