

# Unit 06: Banking and Payroll (6 Weeks)

Content Area: **Business**  
Course(s):  
Time Period: **Full Year**  
Length: **FY**  
Status: **Published**

## Standards Alignment

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### New Jersey Student Learning Standards

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MATH.K-12.5 Use appropriate tools strategically  
MATH.K-12.7 Look for and make use of structure

### Integration of Career Readiness, Life Literacies and Key Skills

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CRP.K-12.CRP1 Act as a responsible and contributing citizen and employee.  
CRP.K-12.CRP2 Apply appropriate academic and technical skills.  
CRP.K-12.CRP3 Attend to personal health and financial well-being.  
CRP.K-12.CRP4 Communicate clearly and effectively and with reason.  
CRP.K-12.CRP5 Consider the environmental, social and economic impacts of decisions.  
CRP.K-12.CRP6 Demonstrate creativity and innovation.  
CRP.K-12.CRP7 Employ valid and reliable research strategies.  
CRP.K-12.CRP8 Utilize critical thinking to make sense of problems and persevere in solving them.  
CRP.K-12.CRP9 Model integrity, ethical leadership and effective management.  
CRP.K-12.CRP10 Plan education and career paths aligned to personal goals.  
CRP.K-12.CRP11 Use technology to enhance productivity.  
CRP.K-12.CRP12 Work productively in teams while using cultural global competence.  
PFL.9.1.12.B Money Management  
PFL.9.1.12.B.1 Prioritize financial decisions by systematically considering alternatives and possible consequences.  
PFL.9.1.12.C Credit and Debt Management  
PFL.9.1.12.C.3 Compute and assess the accumulating effect of interest paid over time when using a variety of sources of credit.  
PFL.9.1.12.C.6 Explain how predictive modeling determines “credit scores.”

### Technology / Integration of Computer Science and Design Thinking

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TECH.8.1.12 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to

create and communicate knowledge.

TECH.8.1.12.A

Technology Operations and Concepts: Students demonstrate a sound understanding of technology concepts, systems and operations.

TECH.8.1.12.A.1

Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.

## **Interdisciplinary Connections: NJSLs for ELA, Social Studies, Science and/or Math Section**

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Key Ideas and Details

LA.K-12.NJSLSA.R1

Read closely to determine what the text says explicitly and to make logical inferences and relevant connections from it; cite specific textual evidence when writing or speaking to support conclusions drawn from the text.

Integration of Knowledge and Ideas

LA.K-12.NJSLSA.R7

Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words.

LA.RI.11-12

Reading Informational Text

LA.RI.11-12.1

Accurately cite strong and thorough textual evidence, (e.g., via discussion, written response, etc.), to support analysis of what the text says explicitly as well as inferentially, including determining where the text leaves matters uncertain.

LA.RI.11-12.7

Integrate and evaluate multiple sources of information presented in different media or formats (e.g., visually, quantitatively) as well as in words in order to address a question or solve a problem.

## **Integration of Diversity, Equity and Inclusion; Climate Change; Informational and Media Literacy**

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see Crosswalks

## **21st Century Life and Careers**

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CRP.K-12.CRP1

Act as a responsible and contributing citizen and employee.

CRP.K-12.CRP2

Apply appropriate academic and technical skills.

CRP.K-12.CRP3

Attend to personal health and financial well-being.

## **Stage I: Desired Results**

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## **Transfer/Overview/Rationale**

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## Transfer / Overview / Rationale

### Unit Rationale

The purpose of this unit...

Prepare and analyze payroll expenses and make recommendations for future allocations based on their analysis.

## Meaning

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## Essential Questions

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### Essential Questions

How do you determine the financial condition of a business?

Why is accounting known as the "Universal Language of Business"?

## Enduring Understanding/Indicators of Understanding

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Accurate and thorough financial records are necessary for effective decision making.

Businesses are responsible for knowing and understanding the laws and regulations of reporting financial data.

## Acquisition (Student Learning Objectives)

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## **Knowledge**

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Knowledge

Students will know...

Internal/external controls

Checking account

Bank statements

## **Skills**

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Skills

Student will be skilled at ...

Determining and correcting outstanding checks and deposits.

Prepare a payroll register.

Reconciling a bank statement

## **Stage 3: Learning Plan**

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## **Resource and Mentor Texts**

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Resources and Mentor Texts

Glencoe Accounting textbook and student workbook.

## **Formative Assessment Strategies**

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### Formative Assessment Strategies

Unit test assessment.

Calculate total deductions.

## **Learning Activities/Unit of Study**

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### Learning Activities/Unit of Study

Students will prepare a spreadsheet to create and calculate payroll

## **Modifications and/or Accommodations**

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### **Suggested Modifications (ELL, Sp. Ed, Gifted, At-risk of Failure)**

#### **English Language Learners**

Native language support: The teacher provides auditory or written content to students in their native language.

Adjusted Speech: The teacher changes speech patterns to increase student comprehension. This could include facing the students, paraphrasing, clearly indicating the most important ideas, and speaking more slowly.

Visuals: The teacher uses graphics, pictures, visuals, and manipulatives. This helps ELL students better understand and comprehend the subjects at hand.

Front-Loading Vocabulary: The teacher front loads vocabulary. This means providing students with a list of important vocabulary words they will need to know for a book, lesson, etc. prior to the lesson being taught. Including pictures to go with the vocabulary words is also very beneficial for the students.

## Special Education Students

**Chunking:** The teacher presents information in a way that makes it easy for students to understand and remember. Chunking is based on the presumption that our working memory is easily overloaded by excessive detail. The best way to deliver information is to organize it into meaningful units. Because students with special needs get overloaded easily, chunking is an effective strategy to use with them.

**Checking for Understanding:** It is important to constantly check for understanding, especially for students who have accommodations. Teachers want to make sure students understand the concepts being covered in a way that makes sense to them.

**Extra time:** The teacher provides students with special needs extra time to complete work or answer questions. It is important to give students enough time to process their thoughts.

**Oral Reading:** The teacher will read work orally to students. Class work such as tests and literature circles may need to be read aloud to the student.

**Timers:** The teacher will use timers as an instructional tool. The use of timers is beneficial for students who have trouble completing tasks. Timers can be helpful so the student is aware of how much time they have to complete an assignment.

## Students with 504 Plans

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## Gifted & Talented Strategies

**Extensions/Enrichments:** Teachers will provide gifted and talented students with extension/enrichment projects. Students will be challenged to further their understanding, to apply acquired knowledge, and/or to produce something in reference to acquired knowledge.

**Modify/Change Activities:** Teachers will monitor and modify activities to accommodate those students who need to be challenged further. Additional reading, problem-solving, writing, or project

work is necessary for those students who are ready to move on at a rate more accelerated than their peers. In this way, G & T students are provided the same opportunity for support as special needs students.

## Students at Risk of School Failure

**Directions or Instructions:** Make sure directions and/or instructions are given in limited numbers. Give directions/instructions verbally and in simple written format. Ask students to repeat the instructions or directions to ensure understanding occurs. Check back with the student to ensure he/she hasn't forgotten.

**Peer Support:** Peers can help build confidence in other students by assisting in peer learning. Many teachers use the 'ask 3 before me' approach. This is fine, however, a student at risk may have to have a specific student or two to ask. Set this up for the student so he/she knows who to ask for clarification before going to you.

**Alternate or Modified Assignments:** Always ask yourself, "How can I modify this assignment to ensure the students at risk are able to complete it?" Sometimes you'll simplify the task, reduce the length of the assignment or allow for a different mode of delivery. For instance, many students may hand something in, the at-risk student may jot notes and give you the information verbally. Or, it just may be that you will need to assign an alternate assignment.

**Increase One to One Time:** When other students are working, always touch base with your students at risk and find out if they're on track or needing some additional support. A few minutes here and there will go a long way to intervene as the need presents itself.

**Contracts:** It helps to have a working contract between you and your students at risk. This helps prioritize the tasks that need to be done and ensure completion happens. Each day write down what needs to be completed, as the tasks are done, provide a checkmark or happy face. The goal of using contracts is to eventually have the student come to you for completion sign-offs.

**Hands On:** As much as possible, think in concrete terms and provide hands-on tasks. This means a child doing math may require a calculator or counters. The child may need to tape record comprehension activities instead of writing them. A child may have to listen to a story being read instead of reading it him/herself.

**Tests/Assessments:** Tests can be done orally if need be. Break tests down in smaller increments by having a portion of the test in the morning, another portion after lunch and the final part the next day.

**Seating:** Seat students near a helping peer or with quick access to the teacher. Those with hearing or sight issues need to be close to the instruction which often means near the front.