

Introduction to Business/ Business Management

CLASS OFFERING: INTRODUCTION TO BUSINESS/BUSINESS MANAGEMENT

Performance Objective: A. Our Business World

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
IB/BM-A-1	1. Define needs and wants.	
IB/BM-A-2	2. Define business terms.	
IB/BM-A-3	3. Define basic rights.	
IB/BM-A-4	4. State three ways to measure economic growth.	
IB/BM-A-5	5. Describe life styles in our economy.	
IB/BM-A-6	6. Describe our economic future.	

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Performance Objective: B. Banking and Financial Services

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*IB/BM-B-1	1. List the services provided by most banks.	
IB/BM-B-2	2. Explain how banks are regulated.	
*IB/BM-B-3	3. Explain how to open and maintain a checking account.	
*IB/BM-B-4	4. Understand and reconcile a bank statement.	
*IB/BM-B-5	5. Write a check.	
*IB/BM-B-6	6. Define terms associated with a checking account.	
*IB/BM-B-7	7. Identify methods used to cash and deposit checks.	
*IB/BM-B-8	8. Describe several different methods of making payments.	
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Performance Objective: C. Role as a Consumer

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
IB/BM-C-1	1. Describe how products reach the consumer.	
IB/BM-C-2	2. List the types of stores and their products.	
IB/BM-C-3	3. Explain the buying problems of the consumer.	
IB/BM-C-4	4. List sources to help become an informed consumer.	
IB/BM-C-5	5. Describe how to become an informed consumer.	
IB/BM-C-6	6. Identify consumer's rights and responsibilities.	
IB/BM-C-7	7. Identify groups that protect the consumer.	

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Performance Objective: D. Using Credit

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*IB/BM-D-1	1. Define the terms used in credit transactions.	
*IB/BM-D-2	2. Describe the advantages and disadvantages of buying on credit.	
*IB/BM-D-3	3. List the guidelines for using credit.	
IB/BM-D-4	4. Explain the different types of credit and compare their uses.	
*IB/BM-D-5	5. Explain the use of loans as credit.	
IB/BM-D-6	6. Explain the costs involved in using credit.	
IB/BM-D-7	7. Describe installment buying.	
IB/BM-D-8	8. Identify types of business forms used in credit transactions.	
IB/BM-D-9	9. Explain the importance of establishing and maintaining a good credit record.	
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Performance Objective: E. Insurance Protection

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*IB/BM-E-1	1. Explain how insurance works to protect against economic losses.	
*IB/BM-E-2	2. List where insurance can be purchased.	
*IB/BM-E-3	3. Describe the various kinds of vehicle insurance.	
IB/BM-E-4	4. Describe the various kinds of property insurance.	
IB/BM-E-5	5. List the main types of life insurance.	
IB/BM-E-6	6. Explain the types of protection provided by health insurance.	
IB/BM-E-7	7. Explain the need to insure income and how to do so.	
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Performance Objective: F. Saving and Investing Money

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*IB/BM-F-1	1. Explain the importance of planned savings to a consumer.	
IB/BM-F-2	2. Describe the savings alternatives to consider when investing money.	
*IB/BM-F-3	3. List the types of savings accounts in various institutions.	
IB/BM-F-4	4. Explain stocks and bonds as an investment program.	
IB/BM-F-5	5. Describe the advantages and disadvantages of mutual funds.	
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Performance Objective: G. Money Management

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
IB/BM-G-1	1. Explain how to use income.	
IB/BM-G-2	2. Describe the importance of money management goals.	
*IB/BM-G-3	3. List the steps in preparing an individual or family budget.	
IB/BM-G-4	4. Explain the importance of keeping records of income and expenditures.	
IB/BM-G-5	5. Explain the effects of the changing value of money in comparing prices of goods and services from year to year.	
IB/BM-G-6	6. List ways to combat inflation and deflation.	
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Performance Objective: H. Labor and Government in Our Economy

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
IB/BM-H-1	1. Explain how our government serves us.	
IB/BM-H-2	2. Explain how the cost of government is met.	
IB/BM-H-3	3. Explain how the tax system in the United States works.	
IB/BM-H-4	4. Describe the role of labor and its contribution to our economy.	
IB/BM-H-5	5. Describe the effect of world trade on our economy.	

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Performance Objective: I. Economic Citizenship

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*IB/BM-I-1	1. Explain the reasons why we work.	
*IB/BM-I-2	2. List the responsibilities of a worker.	
IB/BM-I-3	3. Explain how learning about people, information, and things is important in deciding the type of work people do.	
*IB/BM-I-4	4. Discuss and inventory the personal qualities and characteristics to be considered when exploring careers in business.	
*IB/BM-I-5	5. Explain the steps involved in locating and applying for a job.	
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