

GENERAL BUSINESS - Course Number = 112 - Grade 9 - Semester Course

Content Standards

Level: High School

Learning Area: Resource Management

Content Standard: Personal and Family Resource Management or Business Management

Package Names: Personal and Family Resource Management / General Business
Business Management / General Business

Textbooks: Introduction to Business South - Western Copyright 2011 30
Mean Jeans Simulation South - Western Copyright 2010 Yearly
Ultra Video Inc Business Simulation South - Western Copyright 2008 8
Alphabetic Indexing South - Western Copyright 2010 8

Course Description

During this **semester** long course students will begin the textbook published by South-Western, "Introduction to Business / Management". In this text students will discover how a business works and how it impacts their lives on a daily basis. With added coverage on Marketing and Management, as well as more on International Business, this book will provide the students with everything needed to prepare for success in future business careers.

Students will also complete a four week simulation published by South-Western called "Mean Jeans Work Simulation". This comprehensive money management simulation allows students to: Calculate net worth, plan monthly budgets, complete banking transactions, pay utility bills, perform credit transactions, make rent and mortgage payments, and reconcile monthly bank statements. New Spreadsheet Templates give students computer expertise while completing statements on net worth, cash proofs, budgets, records of receipts and payments, bank reconciliation's, and verifications of credit card statements.

Three other workbooks will be used during this semester class in periodic intervals and they are: "Adrian State Bank Checking Simulation" published by Internal Training Services, "Ultra Video Incorporated Business Simulation" published by South - Western, and "Alphabetic Indexing" published by South - Western.

Performance Assessment Summary _____

(Students will be able to:)

Plan a Monthly Budget

Analyze How to Manage a Budget Considering Broader Economic Systems

Calculate Net Worth

Maintain a Checking Account

Reconcile Monthly Bank Statements

Complete Banking Transactions

Analyze State and Federal Income Tax Forms

Operate a Computer Using 5 or More Spreadsheet Functions

1. Getting started: insertion point, status line, enter, exit, and help functions
2. Create, save and retrieve documents
3. Text editing functions: insert, delete, typeover
4. Basic printing commands
5. Use of spell check, thesaurus, and grammar
6. Formatting a document: line spacing, tabs, and margins
7. Character formatting:
 - Attributes
 - Font size
 - Font styles
 - Convert case
8. Paragraph formats: alignments, bullets and numbering, outlining, indents, line spaces
9. Search and replace function
10. Tab alignment:
 - Left, right, decimal & center column tabs
 - Leaders
 - Changing tab alignment character
11. Block functions:
 - Moving a block of text
 - Moving tabular columns
 - Copying, deleting, printing a block of text
 - Saving a block of text to a new file
12. Display and manipulate text among multiple windows
13. File maintenance:
 - Create file(s)
 - Delete file(s)
 - Insert document properties
 - Rename existing file(s)
 - Print an unopened file(s)
 - Preview a file
 - Copy/move an existing file(s)
 - Mark files for opening, deleting and printing
14. Pagination
 - Soft/hard page breaks
 - Protecting blocks from page breaks
 - Widow/orphan protection
 - Section breaks
15. Headers/footers
 - Creating, editing, deleting a header or footer
 - Suppressing a header or footer
16. Page numbering
 - Automatic page numbering/changes
 - Page numbering within header or footer
17. Labels and envelopes
18. Tables

21. Ability to use themes and styles
22. Ability to use SmartArt