

## Business Education 10

Mr. Neal

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### Synopsis

This course teaches workplace computer skills and basic business principles.

### Assignments

Lemonade Stand Game - Excel

Stock Project – Excel & PowerPoint

Market Research “Coke and Pepsi Taste Test” – Access

Scam Poster – Publisher

Juno Awards – Access & Word

Event Tickets – Excel, Access & Word

Economic Systems – PowerPoint

News Letter – Publisher

Personalized Day Planner – Excel, Access & Word

Personal Income Taxes – Pencil & Paper

Currency Tracking – Excel

Levels of Competition – PowerPoint

## Learning Outcomes For Business Education 9 & 10

- demonstrate Level II touch keyboarding on alphanumeric keyboards
- apply appropriate formatting techniques to create word processed business documents
- describe and model communication skills and technologies used in business and the workplace
- create effective business communications by integrating a variety of technologies
- use basic record-keeping practices for financial management
- produce budgets to address business problems
- describe a variety of personal investment options
- explain the nature of credit and the advantages and disadvantages of obtaining credit
- analyse the effects of competition in the marketplace
- explain how factors of production including land, labour, capital, and entrepreneurship affect business decision making
- describe the effects of an information-based economy on business practices
- outline methods of resource allocation in various economic systems the effects on supply and demand on:
  - cost of production
  - product popularity (marketing)
  - competition
- basics of methods used to predict economic development
- comparison of changes in the value of differing types of investment, including:
  - stocks
  - the Canadian dollar
  - real estate
  - fixed-income investments (include interest projections based on lump-sum versus periodic deposits)
- explanations for causes and patterns of change in the value of currency and investments
- the advantages and disadvantages of credit and credit card use
- various types of competitive situation (perfect, oligopoly, monopoly)
- effects of competition and co-operation on aspects of business (pricing, advertising, quality, profits, creation of new business)

## WORK HABITS

### EXCELLENT (E)

Responsibility: demonstrates an industrious work ethic, ready to work and learn.

Cooperation: a class leader exemplified by a high degree of positive and meaningful participation initiated by the student.

Independence: a keen and enthusiastic learner actively seeking out personal growth and learning opportunities.

### GOOD (G)

Responsibility: all assignments turned in, ready to work and learn.

Cooperation: works well with other students and teachers, participates in class in a meaningful way.

Independence: a self-directed learner, takes appropriate initiative and responsibility for learning.

### SATISFACTORY (S)

Responsibility: most assignments turned in, usually ready to work and learn.

Cooperation: usually works well with other students and teacher(s).

Independence: often requires direction.

### NEEDS IMPROVEMENT (N)

Responsibility: most assignments missing, frequently not ready to work and learn.

Cooperation: does not work well with other students or teacher(s).

Independence: needs one-on-one attention most of the time.