

Business Management Technology Course Description

This course provides a comprehensive overview of general business practices. It covers such topics as technology, ethics, communication and global opportunities. The goal of this course is to give students a general background in the functions of the business world.

Course Outline

Unit 1 - Communication:

- Communication
- Written Communication
- Listening Communication

Unit 2 - Types of Business Ownership in Our Economy:

- Business in Our Economy
- Types of Business Ownership
- Business Operations in the Economy

Unit 3 - Computers and Technology:

- Computers in Business
- Computer Applications
- Future with Technology

Unit 4 - Economic and Business Principles:

- Principles of Business Management
- Economic Decisions
- Economic Principles

Unit 5 - Legal Environment of Business:

- Legal Environment of Business
- Ethical Environment of Business
- Social Responsibility in Business

Unit 6 - The Informed Consumer:

- The Informed Consumer
- Consumer Buying Decisions
- Consumer Rights and Responsibilities

Unit 7 - Maintaining Financial Information:

- Maintaining Financial Information
- Opening a Checking Account
- Using Checks and Other Payment Methods
- Managing Financial Services

Unit 8 - The US Work Force:

- The US Work Force
- Development and Employment
- Managing Human Resources

Unit 9 - Planning a Career:

- Planning a Career
- Job Seeking Tools and Skills
- Prepare for Employment