

SAMPLE BUSINESS COSTS

SALARIES

Student Name	Account #	Salary	Pay Periods	Total Salary
CEO _____	_____	\$9.00	X 2 = _____	
CFO _____	_____	\$8.50	X 2 = _____	
Food Manager 1 _____	_____	\$8.00	X 2 = _____	
Food Manager 2 _____	_____	\$8.00	X 2 = _____	
Beverage Manager 1 _____	_____	\$8.00	X 2 = _____	
Beverage Manager 2 _____	_____	\$8.00	X 2 = _____	
Sales Manager 1 _____	_____	\$8.00	X 2 = _____	
Sales Manager 2 _____	_____	\$8.00	X 2 = _____	
Sales Manager 3 _____	_____	\$8.00	X 2 = _____	
Sales Manager 4 _____	_____	\$8.00	X 2 = _____	
Total of All Salaries \$				_____

OPERATING COSTS

Advertising	(\$4.00 to newspaper, \$4.00 to radio station, \$4.00 to TV)	\$12.00
Taxes	(\$5.00 to City Hall for property taxes)	\$5.00
Health Care	(\$2.00 to Wellness Center)	\$2.00
Professional Services	(\$2.00 to CPA, \$2.00 to attorney, \$2.00 to insurance)	\$6.00
Rent	(\$8.00 to realty office)	\$8.00
Supplies	(\$5.00 to supply center for start-up, \$2.00 for additional product)	\$7.00
Philanthropy	(\$2.00 to nonprofit organization)	\$2.00
Utilities	(\$5.00 to electric co., \$2.00 to water co.)	\$7.00

Total Operating Costs \$ _____

Total Business Costs

(Salaries plus operating costs.)

Enter this amount in the computer.)



THE CUSTOMER COMES FIRST

Read through the list of good customer service skills. For each skill, give an example or write a sentence explaining why that skill is important to the job.

Give an example of how a childcare worker shows *patience*.

Why is it important that a bus driver pay close *attention* to the road?

How does a teacher demonstrate *clear communication*?

Why does a video game designer need *expert knowledge of game design*?

Is it important for a toy company CEO to have a *positive attitude*? Why?

Give an example of how a chef or baker shows good *time management* skills to prepare food for a party.

Name one way a soccer coach demonstrates *self-control* during a championship game.



BRAINSTORMING RULES

Name _____

1. All ideas are welcome! Write down all ideas that come from your team. You can give your favorites later.
2. One person's idea may give another person a good idea. That's great.
3. Every idea expressed is important. Odd ideas may end up being the best ideas.
4. Work quickly! Keep the pace fast-that's half the fun.

What Are the Characteristics of a Quality Business?

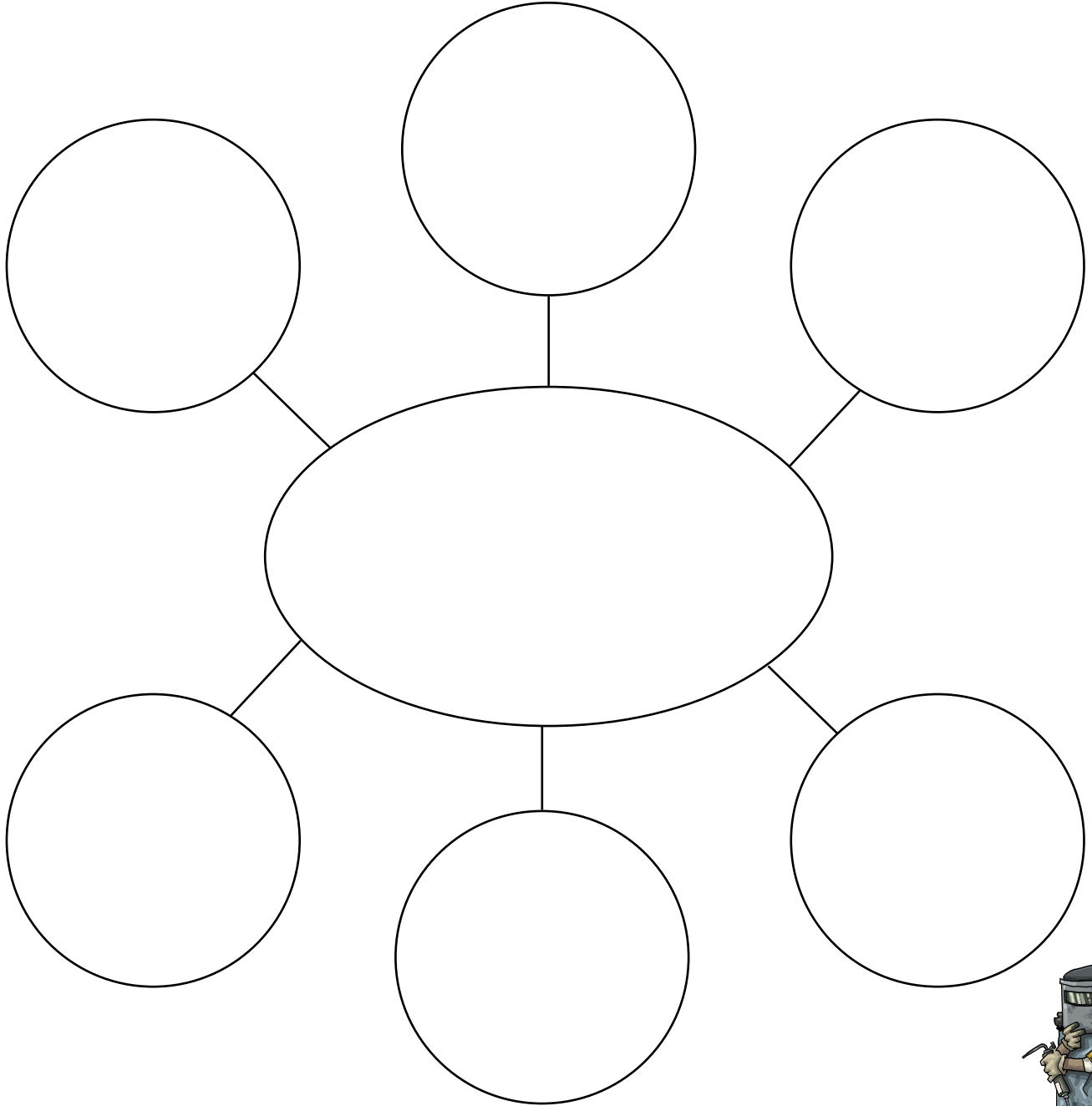
List your ideas below.



BIZ-QTC WEB REPORT

Name _____

Write your assigned characteristic in the middle circle. Write specific details in the outer circles that help measure it. If necessary, draw more circles.



BIZ-QTC SUMMARY REPORT

Name _____

This report summarizes the efforts of all Biz-QTCs. It has been determined by citizens of *JA BizTown* that the following summary of details reflects quality businesses. Remember: The business characteristic is written in the center web circle. The details are from the outer circles.

1. Business Characteristic: _____

Details: _____

2. Business Characteristic: _____

Details: _____

3. Business Characteristic: _____

Details: _____

4. Business Characteristic: _____

Details: _____

5. Business Characteristic: _____

Details: _____

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BIZBRIEF SUMMARY

Name _____

Read your assigned business description in the BizBrief's booklet and answer the following questions.

1. What is the name of your business? _____
2. What product does this business sell? _____
3. Is this product a good or a service? _____
4. What details tell you that this is a quality business? Be specific.

5. Your future business team soon will prepare paperwork and plan for *JA BizTown*. Name specifics in this BizBrief that you want to remember for your business.

6. Briefly describe two ideas that you have to expand or grow this business. (Be creative with your ideas!)

Citizen Alert!

Businesses create plans to determine their long-term goals.

