

# **BUSINESS FOUNDATIONS**

## **Course Outline**

- I. Economic Decisions and Systems
  - A. Needs and Wants
  - B. Economic Choices
  - C. Economic Systems
  - D. Supply and Demand
- II. Economic Activity
  - A. Measuring Economic Activity
  - B. Business Cycles
  - C. Other Measures of Business Activity
- III. Social Responsibility of Business and Government
  - A. Social Responsibility and Business Ethics
  - B. Government Protection Activities
  - C. Government Regulation and Assistance
- IV. Entrepreneurship and Small Business Management
  - A. Becoming an Entrepreneur
  - B. Small Business Basics
  - C. Starting a Small Business
- V. Management and Leadership
  - A. Management Functions and Styles
  - B. Leadership
  - C. Ethical Management
- VI. Marketing
  - A. Marketing Prices
  - B. Develop Effective Products and Services
  - C. Price and Distribute Products
  - D. Plan Promotion

- VII. Financial Management
  - A. Financial Planning
  - B. Financial Records and Financial Statements
  - C. Payroll Management
  - D. Financial Decision-Making
- VIII. Risk Management
  - A. Overview of Risk Management
  - B. Insurable Risks
  - C. Uninsurable Risks
- IX. Consumers in the Global Economy
  - A. Consumer Buying Decisions
  - B. Consumer Rights and Responsibilities
  - C. Consumer Protection Actions
- X. Money Management and Financial Planning
  - A. Personal Financial Statements
  - B. Budgeting Techniques
  - C. Taxes in Your life
  - D. Your Financial Future
- XI. Banking and Financial Services
  - A. Banks and Other Financial Institutions
  - B. Financial Services and Electronic Banking
  - C. Checks and Payment Methods
- XII. Consumer Credit
  - A. Credit Fundamentals
  - B. Cost of Credit
  - C. Credit Application and Documents
  - D. Protection of Credit Rights
- XIII. Savings and Investment Strategies
  - A. Saving and Investment Planning
  - B. Stock Investments
  - C. Bonds and Mutual Funds
  - D. Real Estate Investments
  - E. Other Investments