Introduction to Business and Technology
SLO Final Exam Review

Employability Skills Unit

- Remember to always abide by your employers dress code. Also, remember first impressions matter and to dress appropriately for the job
- Resume and cover letters are meant to highlight your best qualifications
- Time management involves: making a list, keeping a calendar, and completion of work duties being visible

Document Processing

- Clicking within a text box only deletes what is inside
- Know how to format a letter and other documents properly
- Know the difference between block style and modified block style letters; difference between open and mixed punctuation (review examples attached)

Leadership and Management

- What is an internship? It is a paid or unpaid opportunity to help gain work experience.
- There are six functions of business
    1. Accounting
    2. Finance
    3. Operations
    4. Marketing
    5. Sales
    6. Management

- Four functions of management
    1. Planning
    2. Organizing
    3. Directing
    4. Controlling

- Decisions making process
    1. Identify the problem
    2. Gather information
    3. Generate alternatives
    4. Evaluate the alternatives
    5. Reach a decision
    6. Implement
    7. Evaluate Results

Money Management

- Know the differences between banking institutions. This information can be found in Ga Virtual Learning and your notes
    o Depository: making deposits and open to general public
    o Non-depository: loans and stocks

- o   Commercial bank: open to the general public depository bank
- o   Credit union: members on depository
- o   Investment bank: non-depository for stock or mergers
- o   Insurance Company: non-depository used for risk management

Marketing

- What is a mission statement? Major goals of organization, present-based statement
- What is a vision statement? Establishes scope and purpose, future-based statement
- What is a target market? Who you will sell your product to and current customers.

Ethics

- Know what ethics is….example if you work for a company you cannot use an IOU to pay for something even though you pay it back later. That is theft by stealing
- What is plagiarism? Using someone else's work without proper acknowledgement
- What are copyright laws about? Copying something that is not yours. Example, making copies of a CD you bought and giving it to family and friends
- What is a contract? Legally binding written obligation; must have legal capacity to contract

Social Networking

- Just remember you are being monitored 24/7 and that nothing is ever completely "deleted"
- Do not put something on social media that should be private!

Entrepreneurship

- What are advantages to entrepreneurship? You can earn large profits
- What is entrepreneurship? Starting your own business
- What is a business plan? Written documentation of a new business
- What is a sole proprietorship? Using all your savings, loans in your name, you are personally liable
- Why do most businesses fail? Because of inadequate planning

Uses for Microsoft Programs

- PowerPoint: creating presentations
- Word: creating documents such as letters and memos
- Publisher: creating documents such as brochures and posters
- Excel: creating spreadsheets such as budgets
- Access: creating databases for mailing out letters

Course Standards

- Review the IBT course standards (located on my teacher website)

Figure 9-3 **This letter is formatted in block style with mixed punctuation.**

WESTERN DISTRIBUTION, INC.
740 North Main Street • Santa Ana, CA 92701
(310) 555-1600 • Fax (310) 555-1699
www.westerndistrb.com

Date → November 12, 20--

Inside address → Ms. Rochelle Andia
800 Susquehanna Lane
Bryn Mawr, PA 15221

Dear Ms. Andia: ← Salutation

You are right! The correspondence your firm prepares sends a message to the reader. For this reason, you will want to send a clear message of efficiency, as illustrated by this block style letter with mixed punctuation.

Body → This letter has been keyed using the default font of Word 2010. Notice the placement of each part of the letter is flush left. By placing each part of the letter at the left margin, you save time and create a professional-looking document.

The letter will have a complimentary close and signature line, also positioned at the left margin. If someone keyed the letter for you, that person's initials will appear below the signature line. If there are any enclosures or notations, an indication of such will appear after the signature line.

By following these simple rules, you will be able to create a letter that will make a good impression for your company.

Complimentary close
Sincerely,

Teresa Gomez

Signature block → Teresa Gomez
Account Executive
Accounting Department

Initials → urs

Enclosure ← Enclosure notation

Figure 9-4. This is the same letter shown in Figure 9-3, but formatted in modified-block style. It also uses open punctuation.

WESTERN DISTRIBUTION, INC.
740 North Main Street • Santa Ana, CA 92701
(310) 555-1600 • Fax (310) 555- 1699
www.westerndistrb.com

Date → November 12, 20--

Inside address → Ms. Rochelle Andia
800 Susquehanna Lane
Bryn Mawr, PA 15221

Dear Ms. Andia ← Salutation

You are right! The correspondence your firm prepares sends a message to the reader. For this reason, you will want to send a clear message of efficiency as illustrated by this modified block style letter with open punctuation.

This letter has been keyed using the default settings of *Word 2010*. A modified block letter can have indented paragraphs, but this example uses block paragraphs with all lines beginning at the left margin.

Body →

Notice the placement of the date, complimentary close, and signature lines. Each of these lines has been keyed at the center point of the page. However, the initials of the person who keyed the letter and any enclosures or notations will appear flush left.

By following these simple rules, you will be able to create a letter that will make a good impression for your company.

Complimentary close

Sincerely ←

Teresa Gomez

Signature block →
Teresa Gomez
Account Executive
Accounting Department

Initials → urs

Enclosure ← Enclosure notation