

**Hands on Business Class 2007-2008**  
**By Mrs. Nicole Kim**

**Course Description**

**\* *What students will do:*** In this class, Junior High students will form a company that is made up of two to three business partners. Students will go through a real-world business process that is modified for the junior high school level. They will survey their peers using appropriate survey methods and analyze their results. They will subsequently formulate a decision on creating a product that will be the most profitable and that fits within the project guidelines. Students will obtain and manage a parent loan and make business decisions to maximize their profits. Students will utilize math concepts taught in the junior high curriculum. They will create appropriate graphs and make calculations. Students will pay back the parent loan after the Sale Day.

**\* *What students will learn:*** Students will learn the process of forming and running a small business by undergoing a real life simulation in this class. Students will learn how to manage their finances and the important usage of Jr. High math concepts. Students will learn time management and its importance in the real business world.

**Grade**

The following points will be used:

- 100 points Business Folder (Patent, Business proposal, etc)
- 100 points Accurate accounts (Transaction records, receipts, etc.)
- 100 points Survey and Analysis
- 100 points Business Partner Evaluation/ Participation/ Cooperation
- 100 points Commercial
- 100 points Profit (\$30+ → 90pts, \$20+ → 80pts, \$10+ → 70pts, \$0 → 60pts)
- 50 points Final Reflection
- 50 points Budget Worksheet
- 50 points Graphs & Predictions
- 50 points Business Guideline Test/ Business license
- 20 points Inventory Sheet
- 30 points Loan Contract
- 25 points Sample & group oral presentation
- 10 points per parent signed materials (graded materials, loan contract, etc)

The following grading scale will be used:

- A 90% - 100%
- B 80% - 89%
- C 70% - 79%
- D 60% - 69%
- Fail 59% and below

## Business Guidelines

- 1) Loans will be \$10.00 per student.
- 2) All business partners have to pass the business guideline test in order to participate.
- 3) Students may *not* trace or draw copyrighted figures such as Disney, Shrek, etc.
- 4) Each business group needs to submit a patent and sample for their selected product. (Describe the product, materials used, and illustration of the product. Teacher will give approval for appropriateness.) Each group must have original patents. For example, two business groups may want to make hologram headbands. Only ONE group may get the patent for the headbands.
- 5) No food may be used in any product. This includes pre-packaged items.
- 6) Sand, flour, liquid paste, “sprinkle on” glitter or hair gel are NOT allowed. (These items have created a mess!)
- 7) Objects filled with approved liquids or water must have their caps or lids **GLUED** down.
- 8) No products that are applied to the body may be made. This includes lip gloss, since these products are not produced under sanitary conditions.
- 9) No kits may be used to produce products. For example, plastic plane kits may not be purchased and then decals/stickers are applied.
- 10) Parental rental may be necessary in cases where students need to be supervised in the use of “dangerous” tools or materials, such as melting wax or using a saw. The parent **MUST** come to class to supervise usage.
- 11) NO products may be made at home. All work must be completed in class during the allotted time given by the teacher.
- 12) Materials brought from home are NOT cost-free. Students need to ask the teacher to assign a fair value to the materials. This includes materials that the student may have received as a gift, such as a bead set. If the student is obtaining the material from their parent, then the parent will need to sign a receipt verifying he/she has been paid. If the student is supplying the material, then the student will sign a receipt and get paid.
- 13) Parents are NOT allowed to donate materials or equipment. All materials and equipment must be paid out of the \$10.00 per person per group budget that was set up when business group was created. (Example: If a company has three people, then its budget would be \$30.00.) This ensures that each business group has the same budget, and does not stretch its budget through donations!

- 14) Items found in recycling bins are free. Groups will not be charged when using the following items in their product: newspapers, cardboards, aluminum cans, scrap papers, baby jars.
- 15) Businesses are NOT allowed to go over budget. Purchase of materials, equipment, and rentals must not go over the total loan amount. Businesses going over budget will NOT be allowed to sell on the day of sale. (The business group went bankrupt!)
- 16) Each business group is responsible for keeping all materials in their business folder, accurate accounting of expenses, and saving ALL receipts.
- 17) After the selling day, each business group will:
  - a. Return the change to the person who brought it
  - b. Return the \$10.00 loans to each business member for parent
- 18) Business groups will deposit their profits to Rancho Pico ASB, and the net production will be donated to a Charity, team, or Math department at the end of school year. (This will be discussed in class per quarter.) Groups will NOT be allowed to keep their profits.
- 19) Parents will be invited to attend, but parents will not be allowed to buy more than three items from their student's business.
- 20) Advertisements/ commercials may only be distributed/performed during period 4 with permissions from participating teachers (The list of these teachers will be given to you).
- 21) No pre-ordering or advance payments of products will be allowed. No lay-away will be allowed. Products must be purchased at the sale site on the selling day.

\*\*\*\*\* Tear-off \*\*\*\*\*

I have read and understand the Hands-On Business guidelines. I also understand the teacher has final discretion in the interpretation of these guidelines. Any student or business team that does not follow the guidelines maybe disqualified from selling and failed the course.

Print student's name	Student's signature	Date
Parent's signature	Date	

Business Name \_\_\_\_\_

Division of labor is set up in all companies by giving managers titles which define their position and responsibilities. Please list all board members and their titles. Pick from the following choices; CEO (Chief Executive Officer), Chief Secretary, Accountant, Marketing Director, Purchasing Agent, and Production Manager. Each business partner has two titles.

Board Members

Title(s)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Business success can be based on four A's**

**Aptitude** – natural ability or talents

**Ability** – ability in applying skills

**Attitude** – meeting responsibilities and following rules

**Aspiration** – goals

In order for your business to be a success, list at least two goals or a mission statement (for your business, product, and/or customers) on a separate sheet of paper.

## In-Class Rental Costs for Fall Quarter 2005

Glue	\$0.10 per bottle
Tape	\$0.10 per inch
Staples	\$0.10 each
Coloring Supplies (markers, colored pencils; students can take as much as they need)	\$0.10 per day
Paint	\$0.35 per one bottle
Paintbrush	\$0.10 per use
String	\$0.10 per inch
Sandpaper	\$0.25 for 3X3 inch square
Rubber Band	\$0.10 each
Water	\$0.10 first use; \$0.05 second use
Hole Punch	\$0.05 per day
Scissors	\$0.05 per pair, per day
Paperclip	\$0.03 each
Ruler	\$0.05 per day
Paper	\$0.05 per 8.5 X 11 sheet
Construction Paper	\$0.15 (small; 9X12 inches) \$0.25 (large; 18X24 inches)
Rent a Parent	\$4.00 per session
Computer use	\$0.25 per session (This does not include the cost of the paper.)
Glue gun rental	\$0.50 per day (each glue stick is \$0.15)

## Advertisement

Paper ad: \$0.10 per ad (This does not include the cost of the supplies.)

Verbal ad: \$0.25

\*Verbal advertisement in classrooms are AT THE DISCRETION of the teacher in whose room you want to advertise in. The teacher must be paid \$0.25 to allow a "commercial" in their room.

RP TV ad: \$2.00

## Table Rental

\$0.50

\*Included in this fee is large sheet (18X24 inches) of construction paper to make a company sign. Every business must pay this \$0.50 fee. You may NOT pay a higher fee to get MORE table space.