



PART A: DESIGN

Session Three: Corporate Jobs

OBJECTIVES

- To establish student teams
- To identify the responsibilities of different positions (jobs) within each company

TEACHER PREPARATION

- Review Session Three
- Prepare copies of the company packet for distribution
- Arrange student desks and/or classroom tables in order to accommodate team assignments

RESOURCES AND HANDOUTS

Teacher Resources and Materials:

- BIZWORLD MEMO 3 (S7)
[Answers will vary- no key provided]
- HOMEWORK - WHAT'S IN A NAME? (S8)
[Answers will vary- no key provided]
- A large envelope, box, or area of the room for each company to store materials

Student Handouts and Homework:

- BIZWORLD MEMO 3 (S7)
- HOMEWORK - WHAT'S IN A NAME? (S8)
- Company Packet (C1-C9)
(one per company - it is helpful to photocopy the cover on colored paper)
- JOB CARDS (C1-C2)
- BUSINESS CONTRACT (C3)

VOCABULARY

President	VP of Sales
Vice President (VP) of Design	VP of Finance
VP of Manufacturing	
VP of Marketing	

NOTES

- \$1 BB per individual who returns the PARENT/GUARDIAN Letter (S2)

STANDARDS

NCTM: A, H, J, L, M, N, O, P, Q, S, U, W
 NCEE: A, I, M
 NCSS: A, B, C, D, F, G, H
 NCTE: A, D
 21ST CENTURY SKILLS

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BIZWORLD MEMO 3
(S7)

BIZWORLD
MEMO 3
APPLICATION FOR EMPLOYMENT

Name of Applicant: _____

Job applying for: _____

Other jobs I would accept (list two): 1st Choice: _____
2nd Choice: _____

Please answer these questions regarding the position for which you are applying:

Why do you think you would be a good candidate for this job?

What personality traits and skills do you have that are important to the job?

Please read carefully before signing: I understand that false information given in my application may result in my not being hired for the position I want. I declare all information is true and correct.

Applicant's Signature: _____ Date: _____

BizWorld Memo (Suggested)

If you have not already done so, separate students into their teams (companies).

Instruct students to complete the Application for Employment [BizWorld Memo 3 (S7)] while you write the session objectives on the board.

Review the answers with your students.

Jobs in the Corporation (10 Min.)

Each company will consist of six employees. Each employee will have a specific job title.

Review the following jobs with your students in order to clarify the responsibilities and “mottos” for each position.

President - is responsible for leading the team and managing the smooth operation of the company and it's employees.

Motto: "Be reasonable"

VP of Design - is focused on leading the team in creating a quality product and an attractive design that will appeal to customers.

Motto: "If you build it, they will come"

VP of Manufacturing - is focused on leading the team in making the product as easily and inexpensively as possible.

Motto: "Just make'em and ship'em out"

VP of Marketing - is focused on leading the team in promoting the company, product or service.

Motto: "Make it look good"

VP of Sales - is focused on leading the team in making customers happy and selling lots of products.

Motto: "Sell, sell, sell"

VP of Finance - is focused on leading the team in making sure all money is accounted for and the company is making a profit.

Motto: "Low cost, high price"

Session Three: Corporate Jobs

Each student will hold a specific job, yet is responsible for providing support in all aspects of the company.

Assigning Jobs (15 Min.)

Have students discuss their Application for Employment [BIZWORLD MEMO 3 (S7)].

Distribute a copy of the company packet to each team.

Distribute a pair of scissors and roll of tape (or six safety pins) to each team.

Instruct students to discuss who will take on each job in the company. Then, have the students cut out the JOB CARDS (C1-C2), neatly print their name on the top line and tape, or pin, the name tag to their shirt.

Teaching Tip

Job positions can be assigned in a variety of ways, either by you or by the students once they are put into teams.

For teams of five, combine the roles of sales and marketing. For teams of seven, we recommend two VPs of Marketing.

Teamwork (5 Min.)

On your count, instruct your students to say their “motto”, in a loud voice. Now, instruct them to repeat their “motto”, in the same loud voice, three times in a row, on your count.

Discuss the following as they relate to teamwork:

- What happens when everyone shouts at the same time? *[Too much noise, can't hear each other]*
- What would happen if everyone shouted when you were having a team discussion? *[nobody would be heard, the discussion would not be productive]*

Teamwork and cooperation are important to success. Employees within a strong company listen to one another and demonstrate respect towards their co-workers. When making decisions, we must take every person's opinion into

JOB CARDS (C1-C2)	
Job Cards - front side of cards	
<small>(print team name)</small>	<small>(print team name)</small>
PRESIDENT	VICE PRESIDENT OF FINANCE
"Be reasonable"	"Low cost, high price"
<small>(print team name)</small>	<small>(print team name)</small>
VICE PRESIDENT OF MARKETING	VICE PRESIDENT OF DESIGN
"Make it look good"	"If you build it, they will come"
<small>(print team name)</small>	<small>(print team name)</small>
VICE PRESIDENT OF SALES	VICE PRESIDENT OF MANUFACTURING
"Sell, sell, sell"	"Just make 'em and ship 'em out"

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BUSINESS CONTRACT
(C3)

BIZWORLD™

BUSINESS CONTRACT

As an employee of this company, I agree to perform all my job responsibilities, as explained to me and outlined by my teacher, to the best of my ability. I will consistently display conduct in a manner appropriate to business and hold myself in accordance with the expectations of this classroom.

As part of this company, I agree to:

- Cooperate and listen to the ideas and suggestions of my fellow employees.
- Participate as an active member of the company in the design, manufacturing, marketing, sale and tracking of finances.
- Keep a daily record of all company financial transactions.
- Work together as a team to maximize the efficiency and profitability of this company.

Signed this day by myself and the witnesses below:

_____ President	_____ Date	_____ Vice President of Sales	_____ Date
_____ Vice President of Design	_____ Date	_____ Vice President of Manufacturing	_____ Date
_____ Vice President of Finance	_____ Date	_____ Vice President of Marketing	_____ Date

HOMEWORK - WHAT'S IN A NAME? (S8)
[Answers will vary- no key provided]

BIZWORLD™

WHAT'S IN A NAME?

Directions: Complete the following in reference to your company name.

1. Identify three examples of company names that were suggested by you or your team members.
 - a. _____
 - b. _____
 - c. _____
2. Which of the names identified above did you and your team members decide upon for a company name?

Company Name: _____
3. Why did you and/or your team members feel this was the best choice?
4. Identify one of the alternative names listed above (question #1) and explain why you and/or your team members decided it was NOT the best choice.

consideration and work together to make the best decision for the company.

A Business Contract (5 Min.)

A BUSINESS CONTRACT (C3) has been included in the company packet. The contract highlights a code of conduct and recognition of student responsibilities as employees.

Have each student read, sign and date the contract.

The contract may be retained by you as the classroom teacher or the President of each company.

Teaching Tip

Distribute one unique stock certificate to each company. The stock certificates have unique icons that may stimulate creative ideas for a company name. The nine remaining certificates can be distributed in Session Four at the time of incorporation.

A Company Name (10 Min.)

The students' first project as a team will be to create a name for their friendship bracelet companies. Students may need the remaining time to brainstorm with each other about the name.

Introduction to Session Four

In Session Four of BizWorld, your students will incorporate with the state, form a company, and learn how to raise the cash needed to pay for their company's start-up expenses.

Remind your students that each company will receive **\$1 BB** for each individual on the team who has returned the PARENT/GUARDIAN Letter (S2).

Homework (Suggested)

WHAT'S IN A NAME? (S8)

Teaching Tip

Mention that, later, each team will create an advertising motto - start thinking of ideas!