

Study Guide: How to be Your Own Boss

1. Why do people want to go in business for themselves?

2. Name 3 different business that a teen could start up.

a. _____

b. _____

c. _____

3. Name 3 different skills you can learn form operating your own business.

a. _____

b. _____

c. _____

4. Name 6 tips on getting your business started.

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

KEY

Study Guide: How to be Your Own Boss

1. Why do people want to go in business for themselves?

They would rather work for themselves than call someone else boss.

2. Name 3 different business that a teen could start up.

- a. Lawn mowing
- b. Graphic art production
- c. Basket & Pottery making
- d. T-shirt designs
- e. Shopping & errand services
- f. computer programming
- g. home safety devices
- h. candy & snacks
- i. car washing & detailing
- j. electronic repair services
- k. jewelry making
- l. word-processing services
- m. tutoring
- n. photography
- o. party planning

3. Name 3 different skills you can learn from operating your own business.

- a. Selling
- b. Managing
- c. Accounting
- d. Strive for important goals
- e. Cope with real problems
- f. Discover self worth
- g. Great preparation for both college and careers
- h. You can learn more just one specific job skill.

4. Name 6 tips on getting your business started.

- a. Identify a product or service that you can offer
- b. Develop a plan
- c. Start small
- d. Be patient
- e. Consult others
- f. Enjoy the experience

Student Lesson Plan – ACE 4

5/07

Unit: Entrepreneurship

ACE Standards: Self-Knowledge, Human Relations, Employability Skills/Career Awareness, Community/Independent Living Skills/Transition Planning, Leadership

Academic Standards: Reading/Writing 1,2,3,4,5,6; Math 1,5; Science 5; History 3,6; Economics 1,3; Civics 4; Theatre 1

Lesson 1

Date Completed: _____

- ① 1. Introduction – In this unit you will learn what it means to be an entrepreneur, ways of becoming a business owner and how to start your own business.
- ② 2. DOV – (Daily Oral Vocabulary) Study and learn.
- ③ 3. "What is Entrepreneurship?" –Read, Do you have the characteristics to be an entrepreneur?

Lesson 2

Date Completed: _____

- ④ 1. "Ways of Becoming a Business Owner" - Read. Know the 4 ways of becoming a business owner.
- ⑦ 2. Pros and Cons of Entrepreneurship- Know
- ⑤ 2. Getting Started in Your Own Business- Read know the 3 forms of ownership.
- ⑥ 3. Open Note Quiz- Entrepreneurship- Complete

Lesson 3

Date Completed: _____

- ⑦ 1. Project: Becoming an Entrepreneur-Follow guidelines Make sure your work is quality!
- ⑧ 2. Video: What Does It Take to Be an Entrepreneur? (WORKFORCE 2000 Tape #1 - Segment 4) Get from teacher. Complete worksheet.

Lesson 4

Date Completed: _____

- ⑨ 1. Entrepreneurial Checklist-Complete and score
- ⑩ 2. How to be Your Own Boss - Read. Take the entrepreneurial checklist on the last page of the article, page 11. **Use your own paper.**
- ⑪ 3. Study Guide: How to be Your Own Boss- Complete

Student Lesson Plan – ACE 4

6/07

Unit: Time and Information Management

ACE Standards: Self-Knowledge, Human Relations, Employability Skills/Career Awareness, Community/Independent Living Skills/Transition Planning, Leadership

Academic Standards: Reading/Writing 1,2,3,4,5; Math 1,5; Science 5; Civics 1,2,4; Economics 3

Lesson 1
Date Completed: _____

- ① 1. Introduction – In this unit you will learn common techniques on managing time & information.
2. Brainstorm-How do you organize: Time, Important Papers School Work, Clothes, CD's, DVD's
- ② 3. DOV – Read.
- ③ 4. Managing Time- Know the 5 tips to manage time
- ④ 5. No Time to Waste- Read chart, do you do any of these? Give examples from your work.

Lesson 2
Date Completed: _____

- ⑤ 1. Is it Important or Urgent?-Read & Discuss
- ⑥ 2. Get a Plan to Manage Your Time-Read & Discuss
- ⑦ 3. Study Guide- Complete

Lesson 3
Date Completed: _____

- ⑧ 1. Managing Information-Read & Discuss
- ⑨ 2. Using Time Honestly-Work Examples-Read & on your own paper answer the questions
- ⑩ 3. Video: How Can You Effectively Manage Your Time? Workforce 2000, #4, Seg 17. Answer questions on own paper.

Lesson 4
Date Completed: _____

- ⑪ 1. Setting Up a Personal Filing System-Read & discuss
- ⑫ 2. Review for Quiz.
- ⑬ 3. Unit Quiz - Time and Informational Management

Student Lesson Plan – ACE 4

Unit: Ethics

ACE Standards: Self-Knowledge, Human Relations, Employability Skills/Career Awareness, Community/Independent Living Skills/Transition Planning, Leadership

Academic Standards: Reading/Writing 1,2,3,4,5,6; Math 1,5; Science 5; History 3,6; Civics 1,2,4; Economics 1,3; Theatre 1

Lesson 1

Date Completed: _____

- ① 1. Introduction – In this unit you will learn the qualities employers look for in employees and why ethics is important in the workplace.
- ② 2. DOV – Study and Learn.
- ③ 3. Introduction to Ethics - Read.
- ④ 4. Video: What Are Some Ethical Issues that Affect the Workplace? WorkForce 2000 Tape #2, Seg. 8. **On your own paper** answer the worksheet questions that go with this video.

Lesson 2

Date Completed: _____

- ⑤ 1. Do You Have a Strong Work Ethic? – Read.
- ⑥ 2. Guidelines for Making Ethical Decisions – Read.
- ⑦ 3. Video: Ethics at Work - 20 min.
- ⑧ 4. Video Discussion Questions - Complete.

Lesson 3

Date Completed: _____

- ⑨ 1. Work Ethic Scenarios – Read and discuss.
- ⑩ 2. You Decide—Is It Ethical? Read and discuss.

Lesson 4

Date Completed: _____

- ⑪ 1. Ethical Problems for Businesses – Read.
- ⑫ 2. Ethics in Business – Read and answer the 8 questions **on your own paper.**

Lesson 5

Date Completed _____

1. Study for Quiz- Know for Quiz:
 - Employer Expectations
 - How to Evaluate & Improve your Work Ethic
 - Guidelines for Decisions
 - 3 Biggest Problems for Employers
 - Responsibilities of Businesses
2. Quiz-Ethics