

# Business Education 12G: General Business, Second Semester

a learning guide  
(one-half unit)

Course designed by  
James Hertling, Ed.D.  
Professor of Continuing Studies  
Indiana University at Bloomington

Course revised by  
L. Jane Zebendon, Retired Teacher  
Hoosier Hills Area Career Center  
Bloomington, Indiana

Course edited by  
Julie Codell Granger, M.A.  
and  
Melissa P. Tarrant

Indiana University  
School of Continuing Studies  
Division of Extended Studies

## About the Author

James E. Hertling received a bachelor's degree in business and distributive education, a master's degree in guidance, and a doctor's degree in secondary education from Indiana University. He has had several years of practical experience in the retail business field and has taught business courses at the high school and college levels. He has been an administrator at both the high school and college levels. He is presently a professor of continuing education and director of the Bloomington Campus Division of Continuing Studies at Indiana University.

## About Your Instructor

L. Jane Zebendon received a bachelor's degree in business education and a master's degree in secondary education from Indiana University. She has had several years of experience in business and has taught business courses at the high school level. She is retired from Hoosier Hills Area Career Center in Bloomington, Indiana.

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# Introduction

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## Business Education 12G: General Business, Second Semester

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Please read this introduction before beginning any of the lessons.

Business Education 12G, a continuation of Business Education 11G, is designed to serve two primary purposes:

1. to provide students who plan to pursue a high school business program with a basic introduction to the field of business and to serve as a background for other business courses, and
2. to provide the nonbusiness major with practical and general information about business that may be useful in everyday living.

Business touches all our lives. Information about common business functions and practices may have a personal impact upon your life. For example, it may enhance your comprehension of the work around you by improving your understanding of :

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- the effect of modern communication and transportation upon the economy and upon your personal life
- the role that labor unions have played in the improvement of working conditions
- the economic role of the government
- methods of saving and investing money
- the American tax system
- the need to protect yourself with insurance

Knowledge of business functions and practices also may be of practical value to you. For example, such knowledge may help you decide whether you are suited for a career in some field of business. Or it may help you get a job, manage and invest your money wisely, or plan a trip.

### **Textbook**

The book used in this course, *Introduction to Business*, is divided into 43 chapters. The course will focus on the material in the last half of the text, beginning with chapter 24. Each lesson will cover two or more chapters in the text.

### **Workbook (Chapters 24-43)**

The *Activities and Projects* workbook contains 20 chapters that relate to the chapters in the last half of the textbook. Most of the written assignments to be submitted will be taken from this workbook.

### **Preparing the Lessons**

Follow the steps outlined below. (Lesson 1 will be used as an example.)

1. Read the material in this learning guide that relates to chapter 24 (lesson 1, part I).
2. Read chapter 24 in the textbook.

A section entitled “Key Ideas” can be found at the end of each chapter. read and understand all points made in this section of the textbook.

3. Complete the written assignment for chapter 24.
4. Read the material in the learning guide that relates to chapter 25 (lesson I, part II).
5. Read chapter 25 in the textbook.
6. Complete the written assignment for chapter 25.
7. Place the written assignments for chapters 24 and 25 in a lesson envelope and mail them to the Independent Study Program. Be sure you include the assignment cover sheet found at the end of the lesson. Do not mail these chapters in separately; complete **all** parts of the written assignments before mailing.

### **Written Assignments**

The written assignments consist of materials in the workbook and selected questions from the textbook. You may use the textbook in preparing the written assignments. Since you will not be able to use the text when taking the examinations, however, you may find it helpful, where possible, to avoid using the text when preparing your written assignments. It is preferred that you state your answers in your own words rather than copy a section from the text that relates to the question. Please provide complete answers to the questions assigned from the textbook rather than giving “yes” or “no” answers. Explain your answers where necessary. **Write in complete sentences.**

Several questions are listed at the end of each chapter of the text. Although you will be assigned only a few of these, you may find it helpful to study the other questions and attempt to answer them. Some of these questions will appear on exams.

The learning guide also contains study questions for each chapter. These questions are designed to stimulate your thinking about each chapter. You are **not** expected to prepare written responses to these questions; you may find it helpful to formulate answers to them mentally, however.

### **Examinations**

You will be given a midterm and a final examination. The examination questions will be similar to the written assignments. The exams will contain true-false, multiple-choice, matching, and essay questions. The midterm examination will cover materials studied in chapters 24 to 31. The final - examination will cover materials studied in chapters 24 to 43.

### **Grades**

One-third of your final grade will be based upon the written assignments, one-third on the midterm examination, and one-third on the final examination. In order to pass this course, you must have an average grade of at least D- on all required examinations.

### **Living and Learning**

The information discussed in this course is relevant to daily living. You will derive the greatest benefit from the course if you relate the course content to your own environment. For example, as you study the text, learn to observe the businesses in your community. Examine the advertisements that appear in your local newspaper, and develop the habit of reading articles in newspapers and national magazines that relate to business and economics. Visit banks or savings and loan associations to determine the various types of savings plans they offer, or follow the price movement of a common stock listed on the New York Stock Exchange such as General Motors or Johnson and Johnson and attempt to determine why the price changes from day to day. All of these activities will help you gain a better understanding of the functions and practices of business in your community, state, nation, and world.

### **How to Benefit from Independent Study**

Compared with studying a subject in a traditional classroom setting, independent study courses have the advantage of permitting you to work at your own rate of speed. Successful completion of the course requires self-discipline, however. Regular, steady progress toward completion is superior to sporadic bursts of effort followed by long periods of inactivity.

### **Plagiarism**

As stated in Independent Study brochures, “A student must not adopt or reproduce ideas, words, or statements of another person without an appropriate acknowledgment. A student must give due credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

1. quotes another person’s actual words, either oral or written;
2. paraphrases another person’s words, either oral or written;
3. uses another person’s idea, opinion, or theory; or
4. borrows facts, statistics, or other illustrative material, unless the information is common knowledge.”

### **Contacting Your Instructor**

With each lesson you are required to submit an assignment cover sheet. Every assignment cover sheet has a space for your questions and comments; you are strongly encouraged to use this space. If problems arise between assignments, you can write to your instructor at the Division of Extended Studies. Many instructors can be contacted via e-mail. Please check the information booklet you received with your initial enrollment materials for the complete listing of instructors with e-mail addresses.

You can also reach most instructors by calling our toll-free number between 8 a.m. and 9 p.m. on working days. (Bloomington is on Eastern Standard Time all year.) Our business office is open until 5 p.m. and is reached through this same toll-free number.

Nationwide	(800) 334-1011
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