

# Table of Contents

<b>Unit 1</b>	<b>The Economy and You</b>	<b>2</b>
<b>Chapter 1 Basic Economic Concepts.....4</b>		
 STANDARD &POOR'S	Stocks: Initial Investment, Capital Gains, and Dividends .....	4
<b>Section 1.1</b>	<b>A Look at Wants and Needs .....</b>	<b>6</b>
 <b>Ethics in Business</b>	A Conflict of Interest .....	8
<b>Section 1.2</b>	<b>Business Activities .....</b>	<b>11</b>
 <b>Science/Tech Trends</b>	The Green Revolution.....	12
 <b>BusinessWeek</b>	<b>Reader and Case Study</b> From Adversity, Software Success.....	14
<b>Chapter 1 Review and Activities.....</b>		<b>16</b>
<b>Chapter 2 Economic Resources and Systems.....20</b>		
 STANDARD &POOR'S	Getting Your Financial Life in Order: The Proper Use of Credit Cards .....	20
<b>Section 2.1</b>	<b>Economic Resources .....</b>	<b>22</b>
 <b>International Business</b>	Global Marketplace .....	23
 <b>BusinessWeek</b>	<b>Reader and Case Study</b> Graphing the Development Gap .....	24
<b>Section 2.2</b>	<b>Economic Systems .....</b>	<b>27</b>
 <b>Science/Tech Trends</b>	Finding Natural Resources.....	28
<b>Chapter 2 Review and Activities.....</b>		<b>32</b>



## Table of Contents

<b>Chapter 3</b>	<b>Economic Activity in a Changing World .....</b>	<b>36</b>
	<b>STANDARD &amp; POOR'S</b>	Understanding Financial Risk ..... 36
<b>Section 3.1</b>	<b>U.S. Economic History .....</b>	<b>38</b>
	<b>Reader and Case Study</b>	Net or Newspapers? ..... 39
	<b>Ethics in Business</b>	Environmental Awareness ..... 40
<b>Section 3.2</b>	<b>The Business Cycle .....</b>	<b>43</b>
	<b>Science/Tech Trends</b>	Jobs in Your Future ..... 45
<b>Chapter 3 Review and Activities.....</b>		<b>48</b>
<b>Chapter 4</b>	<b>Business Ethics and Social Responsibility .....</b>	<b>52</b>
	<b>STANDARD &amp; POOR'S</b>	The Time Value of Money ..... 52
<b>Section 4.1</b>	<b>Business Ethics.....</b>	<b>54</b>
	<b>International Business</b>	Trade Barriers..... 57
<b>Section 4.2</b>	<b>Social Responsibility.....</b>	<b>59</b>
	<b>Reader and Case Study</b>	It's Getting Easier Being Green ..... 60
	<b>Science/Tech Trends</b>	Biotechnology..... 61
<b>Chapter 4 Review and Activities.....</b>		<b>64</b>
<b>Unit 1 Real-World Business and Career Profile:</b>	P.B.Loco .....	<b>68</b>
<b>Unit 1 Unit Thematic Project:</b>	Trends in the World of Business .....	<b>70</b>
<b>Unit 2</b>	<b>Owning and Operating a Business</b>	<b>72</b>
<b>Chapter 5</b>	<b>Entrepreneurship.....</b>	<b>74</b>
	<b>STANDARD &amp; POOR'S</b>	The Value of a Long-Term Investment Strategy ..... 74
<b>Section 5.1</b>	<b>Rewards and Challenges of Entrepreneurship.....</b>	<b>76</b>
	<b>Reader and Case Study</b>	Get Creative! How to Build Innovative Companies ..... 78
	<b>Ethics in Business</b>	Facing Money Problems ..... 80
<b>Section 5.2</b>	<b>The Business Plan .....</b>	<b>82</b>
	<b>Science/Tech Trends</b>	The Technology Sector ..... 85
<b>Chapter 5 Review and Activities.....</b>		<b>88</b>

# Table of Contents

<b>Chapter 6</b>	<b>Business Ownership and Operations .....</b>	<b>92</b>
	 The First Steps in Investing: Diversification .....	92
<b>Section 6.1</b>	<b>Types of Business Ownership .....</b>	<b>94</b>
	 Understanding Cultural Differences .....	96
<b>Section 6.2</b>	<b>Types and Functions of Businesses .....</b>	<b>99</b>
	 Reader and Case Study	
	For the Poor, Help from MBAs .....	100
	 Science/Tech Trends The History of Information Technology .....	102
<b>Chapter 6 Review and Activities .....</b>		<b>104</b>
<b>Chapter 7</b>	<b>Business Management.....</b>	<b>108</b>
	 Establishing Investment Goals .....	108
	 Ethics in Business A Conflict of Interest .....	111
<b>Section 7.1</b>	<b>Management Functions .....</b>	<b>110</b>
	 Science/Tech Trends Decision Science .....	117
	 Reader and Case Study A Board of Your Own .....	118
<b>Chapter 7 Review and Activities .....</b>		<b>120</b>



## Table of Contents

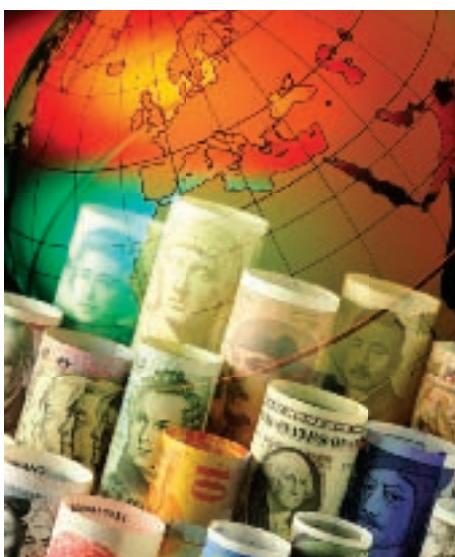
<b>Chapter 8</b>	<b>Leadership in Management .....</b>	<b>124</b>
	<b>STANDARD &amp;POOR'S</b> Getting Professional Help with Investing.....	124
<b>Section 8.1</b>	<b>Leadership Qualities .....</b>	<b>126</b>
	<b>International Business</b> Total Quality Management .....	127
<b>Section 8.2</b>	<b>Leadership Styles .....</b>	<b>131</b>
	<b>BusinessWeek Reader and Case Study</b> Memo to Students: Writing Skills Matter .....	132
	<b>Science/Tech Trends</b> Contamination Crisis.....	133
<b>Chapter 8 Review and Activities .....</b>	<b>136</b>	
<b>Chapter 9</b>	<b>Technology and Business .....</b>	<b>140</b>
	<b>STANDARD &amp;POOR'S</b> Researching Stocks.....	140
<b>Section 9.1</b>	<b>The History of Technology .....</b>	<b>142</b>
	<b>BusinessWeek Reader and Case Study</b> Wherever You Go, You're on the Job .....	143
	<b>Ethics in Business</b> Employment Contracts .....	144
<b>Section 9.2</b>	<b>E-Commerce .....</b>	<b>147</b>
	<b>Science/Tech Trends</b> High-Tech Clothing .....	149
<b>Chapter 9 Review and Activities .....</b>	<b>152</b>	
<b>Unit 2 Real-World Business and Career Profile:</b>	<b>Seventh Generation .....</b>	<b>156</b>
<b>Unit 2 Unit Thematic Project:</b>	<b>Entrepreneurship in a Global World .....</b>	<b>158</b>
<b>Unit 3</b>	<b>Influences on Business .....</b>	<b>160</b>
<b>Chapter 10</b>	<b>Business in a Global Economy .....</b>	<b>162</b>
	<b>STANDARD &amp;POOR'S</b> Evaluating Investment Alternatives .....	162
<b>Section 10.1</b>	<b>The Global Marketplace .....</b>	<b>164</b>
	<b>International Business</b> Devaluing Currency .....	165
<b>Section 10.2</b>	<b>Global Competition .....</b>	<b>169</b>
	<b>BusinessWeek Reader and Case Study</b> Going Global for an MBA.....	170
	<b>Science/Tech Trends</b> Motoring Technology .....	171
<b>Chapter 10 Review and Activities .....</b>	<b>174</b>	

# Table of Contents

<b>Chapter 11</b>	<b>The Role of Government in Our Economy.....</b>	<b>178</b>
	<b>STANDARD &amp; POOR'S</b>	Types of Investments ..... 178
<b>Section 11.1</b>	<b>Government as Regulator.....</b>	<b>180</b>
	<b>Reader and Case Study</b>	
	How China Controls the Internet .....	181
	<b>Ethics in Business</b>	Out of State Advertising .....
		182
<b>Section 11.2</b>	<b>Government as Provider .....</b>	<b>185</b>
	<b>Science/Tech Trends</b>	Commercial Space Travel .....
		187
<b>Chapter 11</b>	<b>Review and Activities .....</b>	<b>190</b>
<b>Chapter 12</b>	<b>Money and Financial Institutions .....</b>	<b>194</b>
	<b>STANDARD &amp; POOR'S</b>	Statistical Analysis ..... 194
<b>Section 12.1</b>	<b>Money and Banking .....</b>	<b>196</b>
	<b>International Business</b>	Investment Banking .....
		198
<b>Section 12.2</b>	<b>Types of Financial Institutions.....</b>	<b>201</b>
	<b>Science/Tech Trends</b>	Digital Cash .....
	<b>Reader and Case Study</b>	
	Peter Kight's Excellent Adventure .....	202
		203
<b>Chapter 12</b>	<b>Review and Activities .....</b>	<b>206</b>
<b>Unit 3</b>	<b>Real-World Business and Career Profile:</b> Jenzabar .....	<b>210</b>
<b>Unit 3</b>	<b>Unit Thematic Project:</b> Community Outreach and Service Learning .....	<b>212</b>

## Table of Contents

<b>Unit 4</b>	<b>Marketing</b>	<b>214</b>
<b>Chapter 13</b> <i>Marketing in Today's World</i> ..... <b>216</b>		
 STANDARD &POOR'S	Industry Surveys .....	216
<b>Section 13.1</b> Marketing Essentials ..... <b>218</b>		
 <i>Ethics in Business</i>	Marketing Questions .....	219
 <i>Reader and Case Study</i>	The Art of Chinese Relationships.....	220
<b>Section 13.2</b> Market Research and Product Development ..... <b>223</b>		
	Science/Tech Trends Flat-Screen TVs .....	224
<b>Chapter 13 Review and Activities</b> ..... <b>228</b>		
<b>Chapter 14</b> <i>Advertising</i> ..... <b>232</b>		
 STANDARD &POOR'S	Industry Classifications.....	232
<b>Section 14.1</b> Advertising Media ..... <b>234</b>		
	<i>International Business</i> Cross-Cultural Advertising.....	237
<b>Section 14.2</b> Media Measurement and Rates..... <b>239</b>		
	Science/Tech Trends Sensory Branding .....	240
 <i>Reader and Case Study</i>	TV Eyeballs Close-Up ....	242
<b>Chapter 14 Review and Activities</b> ..... <b>244</b>		
<b>Unit 4 Real-World Business and Career Profile:</b> Expeditiontrips.com ..... <b>248</b>		
<b>Unit 4 Unit Thematic Project:</b> Marketing in a Global Economy..... <b>250</b>		



## Table of Contents

<b>Unit 5</b>	<b>Human Resources</b>	<b>252</b>
<b>Chapter 15 Human Resources Management.....254</b>		
 STANDARD &POOR'S	Earnings and the P/E Ratio .....	254
<b>Section 15.1 Employees: The Key to Success .....</b>	<b>256</b>	
 <b>Ethics in Business</b>	Psychological Testing .....	257
<b>Section 15.2 Developing and Retaining Employees.....</b>	<b>261</b>	
 <b>Reader and Case Study</b>	What Works: Eyes on the Prize .....	262
 <b>Science/Tech Trends</b>	Human Resource Management Systems ....	264
<b>Chapter 15 Review and Activities .....</b>	<b>266</b>	
<b>Chapter 16 Culture and Diversity in Business .....270</b>		
 STANDARD &POOR'S	The Balance Sheet .....	270
<b>Section 16.1 Culture in Business.....</b>	<b>272</b>	
 <b>International Business</b>	Customer Service .....	274
 <b>Reader and Case Study</b>	Fashion, with a Conscience .....	275
<b>Section 16.2 Diversity in the Workplace .....</b>	<b>277</b>	
 <b>Science/Tech Trends</b>	Adaptive Technologies .....	278
<b>Chapter 16 Review and Activities .....</b>	<b>282</b>	
<b>Unit 5 Real-World Business and Career Profile:</b> Alienware .....	<b>286</b>	
<b>Unit 5 Unit Thematic Project:</b> Cultural Diversity in the Business World.....	<b>288</b>	



## Table of Contents

<b>Unit 6</b>	<b>Financial and Technological Resources</b>	<b>290</b>
<b>Chapter 17 Managing Business Finances ..... 292</b>		
 STANDARD &POOR'S	Venture Capital .....	292
<b>Section 17.1 Financial Management ..... 294</b>		
	<b>Reader and Case Study</b> I Am My Own Accountant .....	295
	<b>Ethics in Business</b> Recognizing Bribes.....	296
<b>Section 17.2 Accounting..... 299</b>		
	<b>Science/Tech Trends</b> EDI .....	300
<b>Chapter 17 Review and Activities ..... 306</b>		
<b>Chapter 18 Technology in the Workplace ..... 310</b>		
 STANDARD &POOR'S	Fundamental Research .....	310
<b>Section 18.1 Information Technology..... 312</b>		
	<b>International Business</b> Telecommuting .....	314
<b>Section 18.2 Internet Basics..... 317</b>		
	<b>Reader and Case Study</b> Math Will Rock Your World .....	318
	<b>Science/Tech Trends</b> Ergonomics .....	319
<b>Chapter 18 Review and Activities ..... 322</b>		
<b>Chapter 19 The Basics of Computers ..... 326</b>		
 STANDARD &POOR'S	Stock Buying Strategies .....	326
<b>Section 19.1 Computer Hardware .....</b> 328		
	<b>Ethics in Business</b> Intellectual Property .....	330
<b>Section 19.2 Computer Software..... 333</b>		
	<b>Reader and Case Study</b> Digital Books Start a New Chapter.....	334
	<b>Science/Tech Trends</b> Heads-Up Display .....	335
<b>Chapter 19 Review and Activities ..... 338</b>		
<b>Unit 6 Real-World Business and Career Profile:</b> Enlightened, Inc..... 342		
<b>Unit 6 Unit Thematic Project:</b> Technology's Effect on Global Business ..... 344		

## Table of Contents

<b>Unit 7</b>	<b>Career Planning in a Global Economy</b>	<b>346</b>
<b>Chapter 20</b> <i>Career Planning</i> ..... <b>348</b>		
	<b>STANDARD &amp; POOR'S</b>	Developing a Retirement Plan: IRAs ..... 348
<b>Section 20.1</b> Preparing for a Career..... <b>350</b>		
	<b>BusinessWeek</b>	<b>Reader and Case Study</b> Picture Your Business with a Logo ..... 352
	<b>International Business</b>	Offshore Outsourcing ..... 353
<b>Section 20.2</b> Developing a Career Plan ..... <b>355</b>		
	<b>Science/Tech Trends</b>	Job Stress and Healthy Careers ..... 358
<b>Chapter 20 Review and Activities</b> ..... <b>360</b>		
<b>Chapter 21</b> <i>Getting a Job</i> ..... <b>364</b>		
	<b>STANDARD &amp; POOR'S</b>	Getting a Job: Employee Stock Options ..... 364
<b>Section 21.1</b> Qualifying for a Job ..... <b>366</b>		
	<b>Ethics in Business</b>	Applying for a Job ..... 367
	<b>BusinessWeek</b>	<b>Reader and Case Study</b> These Technicians Are Better Than Robots ..... 369
<b>Section 21.2</b> Getting the Job You Want ..... <b>371</b>		
	<b>Science/Tech Trends</b>	Becoming an Astronaut ..... 372
<b>Chapter 21 Review and Activities</b> ..... <b>378</b>		
<b>Unit 7 Real-World Business and Career Profile:</b> Girlstart ..... <b>382</b>		
<b>Unit 7 Unit Thematic Project:</b> Lifelong Learning ..... <b>384</b>		



## Table of Contents

<b>Unit 8</b>	<b>Buying Goods and Services</b>	<b>386</b>
<b>Chapter 22 Making Consumer Decisions ..... 388</b>		
	<b>STANDARD &amp; POOR'S</b>	Making Consumer Decisions: Buying Bonds ..... 388
<b>Section 22.1 Consumer Choices ..... 390</b>		
	<b>Reader and Case Study</b>	
	All Together Now.....	391
	<b>International Business</b>	Adapting to New Cultures ..... 393
<b>Section 22.2 How to Be a Smart Consumer ..... 395</b>		
	<b>Science/Tech Trends</b>	Asteroids ..... 398
<b>Chapter 22 Review and Activities ..... 400</b>		
<b>Chapter 23 Consumer Rights and Responsibilities ..... 404</b>		
	<b>STANDARD &amp; POOR'S</b>	Taxes and Investing ..... 404
<b>Section 23.1 Consumer Rights ..... 406</b>		
	<b>Ethics in Business</b>	Product Safety ..... 407
	<b>Reader and Case Study</b>	
	HP Wants Your Old PCs Back.....	408
<b>Section 23.2 Consumer Responsibilities ..... 411</b>		
	<b>Science/Tech Trends</b>	Eco-Friendly Packaging ..... 414
<b>Chapter 23 Review and Activities ..... 416</b>		
<b>Chapter 24 Protecting Consumers ..... 420</b>		
	<b>STANDARD &amp; POOR'S</b>	Protecting Consumers: Protecting Investors..... 420
<b>Section 24.1 Consumer Organizations and Agencies ..... 422</b>		
	<b>International Business</b>	Import Regulations ..... 424
<b>Section 24.2 Consumer Protection Laws ..... 427</b>		
	<b>Science/Tech Trends</b>	Safety Belts ..... 428
	<b>Reader and Case Study</b>	
	How to Stand Up to the Nickel-and-Dimers .....	430
<b>Chapter 24 Review and Activities ..... 432</b>		
<b>Unit 8 Real-World Business and Career Profile: New Leaf Paper..... 436</b>		
<b>Unit 8 Unit Thematic Project: How the Consumer Movement Affects Business..... 438</b>		

# Table of Contents

<b>Unit 9</b>	<b>Credit</b>	<b>440</b>
<b>Chapter 25 The Basics of Credit ..... 442</b>		
	<b>STANDARD &amp; POOR'S</b>	The Basics of Credit: The Advantages of Debt .... 442
<b>Section 25.1 Credit Essentials ..... 444</b>		
	<b>Ethics in Business</b>	Credit Cards ..... 445
<b>Section 25.2 Types of Credit ..... 449</b>		
	<b>Reader and Case Study</b>	
		Big Plastic's Online Challenger ..... 450
	<b>Science/Tech Trends</b>	Smart Cards ..... 451
<b>Chapter 25 Review and Activities ..... 454</b>		
<b>Chapter 26 How to Get and Keep Credit ..... 458</b>		
	<b>STANDARD &amp; POOR'S</b>	How to Get and Keep Credit: Inflation Risk ..... 458
<b>Section 26.1 Applying for Credit ..... 460</b>		
	<b>International Business</b>	International Monetary Fund ..... 461
	<b>Reader and Case Study</b>	
		Personal Finance for Freshmen ..... 462
<b>Section 26.2 Maintaining Credit ..... 465</b>		
	<b>Science/Tech Trends</b>	Online Security ..... 467
<b>Chapter 26 Review and Activities ..... 470</b>		
<b>Chapter 27 Credit and the Law ..... 474</b>		
	<b>STANDARD &amp; POOR'S</b>	Bulls, Bears, and Crashes ..... 474
<b>Section 27.1 Credit Laws ..... 476</b>		
	<b>Ethics in Business</b>	Information Collection ..... 478
<b>Section 27.2 Solving Credit Problems ..... 481</b>		
	<b>Reader and Case Study</b>	
		Stopping a Scam from Spreading ..... 482
	<b>Science/Tech Trends</b>	Becoming a Credit Scientist ..... 484
<b>Chapter 27 Review and Activities ..... 486</b>		
<b>Unit 9 Real-World Business and Career Profile: Geomagic ..... 490</b>		
<b>Unit 9 Unit Thematic Project: Making Credit Decisions ..... 492</b>		

## Table of Contents

### Unit 10 Money Management 494

#### Chapter 28 Managing Personal Finances ..... 496



**STANDARD &POOR'S** Understanding Hedge Funds ..... 496

##### Section 28.1 Personal Financial Planning ..... 498



**Reader and Case Study** Follow My Money ..... 500



**International Business** The Euro ..... 501

##### Section 28.2 Money Management ..... 503



**Science/Tech Trends** Budgeting for IT Productivity ..... 505

#### Chapter 28 Review and Activities ..... 508

#### Chapter 29 Checking Accounts ..... 512



**STANDARD &POOR'S** Checking Accounts: Budgeting ..... 512

##### Section 29.1 The Basics of Checking Accounts ..... 514



**Ethics in Business** Buyer's Remorse ..... 516



**Reader and Case Study** The Check Cashed Around the World ..... 517

##### Section 29.2 Account Records ..... 519



**Science/Tech Trends** Biometrics ..... 520

#### Chapter 29 Review and Activities ..... 524



# Table of Contents

<b>Chapter 30</b>	<b>Savings Accounts .....</b>	<b>528</b>
	 Savings Accounts .....	528
<b>Section 30.1</b>	<b>Savings Account Basics.....</b>	<b>530</b>
	 International Business Guarding Savings Security .....	531
	 Reader and Case Study	
	Fiscal Fitness for Teens .....	533
<b>Section 30.2</b>	<b>Types of Savings Accounts.....</b>	<b>535</b>
	 Science/Tech Trends Nanotechnology.....	538
<b>Chapter 30 Review and Activities</b>		<b>540</b>
<b>Chapter 31</b>	<b>Investing .....</b>	<b>544</b>
	 STANDARD Corporate Financial Performance and the Effect on Credit Quality .....	544
<b>Section 31.1</b>	<b>Bonds .....</b>	<b>546</b>
	 Ethics in Business Putting the Client First.....	551
<b>Section 31.2</b>	<b>Stocks .....</b>	<b>553</b>
	 Science/Tech Trends Stock Tickers .....	557
	 Reader and Case Study	
	Not Your Average Science Project .....	558
<b>Chapter 31 Review and Activities</b>		<b>560</b>
<b>Chapter 32</b>	<b>Real Estate and Other Investment Options.....</b>	<b>564</b>
	 STANDARD Investing in Bonds and Real Estate: Credit Quality and Volatility.....	564
<b>Section 32.1</b>	<b>Real Estate .....</b>	<b>566</b>
	 International Business International Real Estate .....	567
<b>Section 32.2</b>	<b>Other Investment Options .....</b>	<b>571</b>
	 Reader and Case Study	
	Copper's Golden Hue .....	572
	 Science/Tech Trends Eco-Friendly Building .....	573
<b>Chapter 32 Review and Activities</b>		<b>576</b>
<b>Unit 10</b>	<b>Real-World Business and Career Profile:</b>	
	Integrated Management Services Engineers .....	<b>580</b>
<b>Unit 10</b>	<b>Unit Thematic Project:</b> Building a Financial Future.....	<b>582</b>

## Unit 11

### **Risk Management**

**584**

**Chapter 33 The Basics of Risk Management ..... 586**



**STANDARD &POOR'S** The Basics of Risk Management:  
Credit Risk Assessment..... 586

**Section 33.1 Types of Risk..... 588**



**Ethics in Business** Conduct in the Workplace ..... 590

**Section 33.2 Handling Risk..... 593**



**BusinessWeek Reader and Case Study** Winning the Game of Risk..... 594



**Science/Tech Trends** Air Bags ..... 595

**Chapter 33 Review and Activities ..... 598**

**Chapter 34 Vehicle and Property Insurance ..... 602**



**STANDARD &POOR'S** Risk Management ..... 602

**Section 34.1 Vehicle Insurance ..... 604**



**International Business** Lloyd's of London..... 605



**BusinessWeek Reader and Case Study** The Fixer-Upper Fixes Up..... 607

**Section 34.2 Property Insurance ..... 609**



**Science/Tech Trends** Autonomous Underwater Vehicles ..... 610

**Chapter 34 Review and Activities ..... 614**



# Table of Contents

<b>Chapter 35</b>	<b>Life and Health Insurance .....</b>	<b>618</b>
	STANDARD Life and Health Insurance: &POOR'S Whole Life vs. Term Insurance .....	618
<b>Section 35.1</b>	<b>Life Insurance.....</b>	<b>620</b>
	<b>Ethics in Business</b> Gambling on Self-Insurance .....	621
<b>Section 35.2</b>	<b>Health Insurance .....</b>	<b>625</b>
	<b>Reader and Case Study</b> Health Care: Benefits Surprise .....	626
	<b>Science/Tech Trends</b> Medical Technology.....	627
	<b>Chapter 35 Review and Activities .....</b>	<b>630</b>
<b>Unit 11</b>	<b>Real-World Business and Career Profile:</b> Advanced Physical Therapy, P.C. ....	<b>634</b>
<b>Unit 11</b>	<b>Unit Thematic Project:</b> Understanding Risk .....	<b>636</b>
	<b>Math Appendix .....</b>	<b>638</b>
	<b>Business Plan Appendix .....</b>	<b>660</b>
	<b>Key Terms Glossary .....</b>	<b>674</b>
	<b>Academic Vocabulary Glossary.....</b>	<b>688</b>
	<b>Index.....</b>	<b>694</b>

