

# **BUSINESS SNAPSHOT**

## ***BIZTECH***

### **Business Overview**

BizTech creates business web pages for all businesses. Also creates and sells personal web pages and retail products to individual citizens. Web pages are uploaded daily to [www.jabiztown.org](http://www.jabiztown.org) for viewing by students at home or school.

### **Business Activities**

- To create business web pages, the Ad Executive first collects the web page ad copy from all businesses. The web page ad was completed at school and is brought with other paperwork in the BizPrep packet for each business.
- The Ad Executive brings the ad back to BizTech and gives it to the Web Designers to create the web page on one of two web design computers.
- The Web Designer prints a sample copy of the business web page, gives it to the Ad Executive, and the Ad Executive delivers it to the business to collect the \$4.00 payment check
- Individual citizens can purchase personal web pages and retail product from the Sales Manager. Personal Web Page Order Forms are filled by the Sales Manager and given to the Web Designer for creation. Printouts of Personal Web Pages are delivered to customers upon completion
- After receiving a few payment checks, the CFO follows his/her Job Directions and makes a Business Deposit. This includes entering the payment checks into his/her computer and printing a deposit ticket.

### **Employee Responsibilities**

- **CEO** Takes Loan Application and Promissory Note to bank for approval, signs all paychecks and business checks, and assists all other employees.
- **CFO** Issue paychecks to each employee and prints checks to pay all business costs for the day. Makes business deposits.
- **Web Designer** Creates business and personal web pages using the JA BizTown computers.
- **Ad Executive** Get supplies with \$5.00 check from CFO. Collects web page ad copy from various businesses. Collects payments after web page is completed and a sample is printed.
- **Sales Manager** Sells retail products. Also sells personal web pages direct to customers using order forms. Posts personal checks on the Point of Sale computer.