



JA BizTown®

## JA BizTown Business Descriptions

**Arby's** – Arby's is the shop where citizens eat their lunch. Arby's employees will be arranging tables & setting up chairs, sweeping floors, cleaning counter tops, baking chocolate-chip cookies, as well as selling fruit punch, lemonade and a variety of snacks during student breaks.

**Bank of Oklahoma** – The bank is responsible for recording business deposits and citizens' payroll checks. Business bank loans are approved and citizens' savings accounts are opened.

**Cancer Treatment Centers of America** – CTCA offers wellness checkups. Physical therapists & LPNs complete an assessment that includes the client's height, weight (with permission), blood pressure and temperature. Clients can use the exercise bike to determine calories burned and distance pedaled in 2 minutes and they get a back massage.

**Cherokee Phoenix** – This is the newspaper company. Employees will be writing articles, typing in business ads, adding pictures and comics to create a 6-page newspaper.

**City Hall** – Several different positions are in City Hall: The Mayor presides over the town meetings and sets up the voting station. The City Auditor takes a census, generates profit/loss statements and issues payroll & property tax bills. The Utility Agent reads the AEP meters and issues invoices to each business for their electricity usage. The Environmental Agent conducts safety inspections and maintains recycling bins.

**Cox** – This is the media center. Radio DJ's play music, give news reports and read the radio ads from each business "over the air". The News Anchor (along with the Cameraman) will make a video of citizen interviews & read the TV ads received from each business.

**Holly Frontier** – This is an assembly/manufacturing business. The Craftsmen will use a microscope to view various slides & write down their observations. They also assemble pipe fitting projects according to specifications. The Operators handle the inventory and sales of various products. They make candles and assemble circuit board projects.

**Linde** – This is a research observation/manufacturing company. The Process Engineer will perform and write down observations on two experiments. They will also manufacture “slime”. Sales Managers organize and sell products to customers. The Linde team can construct a “Marble Run” project, as well as various circuit board projects.

**Oneok** – This is a multi-task operation. Service Technicians will read gas meters in each business and invoice them for gas usage. Pipeline Engineers will construct pipelines along the perimeter of the city based on blueprints. The ESH (Environmental, Safety & Health) Coordinators will measure the CO2 level & air quality of each business and conduct a survey regarding environmental issues.

**Professional Offices** – There are several job positions in this office. It includes an Attorney who has two cases to solve, signs legal documents and issues invoices for attorney services. The Financial Advisor becomes familiar with an online activity regarding spending, earning, saving & giving and helps citizens determine what kind of “spender” they are. The Property Manager issues lease agreements, rental invoices and performs property appraisals. The Insurance Agent writes and calculates business insurance policies, settles a claim and issues invoices.

**Reasor’s** – This is a retail store where employees organize, make and sell various products. Employees learn about the nutritional value of food items and conduct a “Smart Shopper” survey with interested customers.

**Ricoh** – Ricoh is a wholesale business that provides products and materials to various shops. Employees also deliver mail, sell candy grams, issue invoices and take inventory of all products.

**Schusterman Center** – This is a non-profit organization. Citizens have the opportunity to “give back” to the community through personal donations and spin the “Philanthropy Wheel”. This shop collects the Philanthropy Pledge sheets from each business and also has products for sale.

**Tulsa Tech** - The Web Page Designers will create a business web page for each shop or a personal web page for citizens. The Career Advisor will help citizens explore their career interests & take Photo ID’s.

**NOTE:** *Each business has a CFO (Chief Financial Officer) who issues payroll checks, pays company bills/invoices and makes business deposits.*