

Introduction to Business

Mrs. Misiewicz

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This course is designed to offer a general overview of large corporate type business, partnerships, and individual proprietorships. Students will also be exposed to units on checking and saving accounts, the use of credit, and investing,

Required Materials:

Textbook and Workbook, Notebook, Folder, Looseleaf Paper, Pen

Scope:

The Economy and You
Owning and Operating a Business
Managing Financial and Technological Resources
Career Planning in a Global Economy
Buying Goods and Services
Credit
Money Management
Risk Management

Assessment: Homework 15% Quizzes 25% Tests 60%

*You will lose 2 points from your homework average for each day that you are not prepared for class

1. Take pride in your work: All work is to be completed in a notebook unless specified for collection.
Collected assignments will only be accepted on loose-leaf.
No torn edges or incomplete sentences.
Do not write on the back of other assignments.
2. All assignments are due at the beginning of class. Late homework assignments receive no credit, except for absences. It is the **student's responsibility** to hand in homework if he/she is absent. You will have as many days as you were absent to complete all makeup work. No exceptions!
3. Missed tests or quizzes must be made up the day you return to school, unless you have missed two or more consecutive days.
4. **All assignments** must have proper heading: NAME, DATE, ASSIGNMENT or no credit will be issued!
5. Always answer questions/vocabulary by restating the question in a complete sentence.
6. All assignments will be completed in blue or black ink.
7. Coming in late or leaving early does not excuse you from handing in the assignment on time.
8. All tests and quizzes are announced in advance - you are responsible for each one even if you are absent the day before. Review each night.