

CENTRAL HIGH SCHOOL  
INTRODUCTION TO BUSINESS

Andra Adams

**COURSE SYLLABUS**

**Course Description:**

This course is designed to provide the student with a basic understanding of how a modified free enterprise system functions. Explored will be the American economic system, the government's role in regulating the system and how it compares to economic systems throughout the world. Business structures, banking services and applications, and technology will also be discussed. Business math applications will be stressed throughout the course. Career information concerning major business occupations will be presented to help in wise career decision-making.

**Required Class Materials:**

Calculator, textbook, folder, notebook

**Text:** Introduction to Business (South-Western)

**Course Outline:**

Economic decisions  
Economic systems  
Economic roles  
Economic measurements  
Business structures  
Social responsibility and business ethics  
International business  
Government in our economy  
Computers in business  
Computer applications  
Your future with technology  
The banking system and financial services  
Opening a checking account  
Using checks and other payment methods  
Managing your checking account and other financial services

**Grading:**

Grading is based on School Policy. Grades will be taken on daily homework, quizzes, Chapter tests, and projects. Each Chapter test will be worth 75 points. Questions consist of objective, short answer, and math applications.

**Requirements:**

Vocabulary Notebook: Chapter concepts written in a notebook Due on day of Chapter test  
Checking Simulation: Application of maintaining a checking account  
Business Plan: Development of a new business as an entrepreneur  
Final Project: Topic of student's choice (must be approved)

**Class Policies & Procedures:**

1. Be in the classroom and seated when the bell rings.
2. Be prepared for class daily by bringing ALL needed materials with you.  
(pencil, folder/notebook, textbook, calculator, planner)
3. Listen to and follow directions the first time they are given.
4. Work on assigned work first.
5. Students are expected to work until the bell rings. Do not pack up early.

**Make-up Work:**

The student is responsible for obtaining all make-up work when absent from class. The student will need to pick up work from Room A109 upon return to school. Missed work will be due the next class period. Missed tests should be rescheduled according to the Handbook.

**Instructor Contact:**

Room A109

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