

Automotive High School  
Business & Technology Department

Ms. Melissa Silberman, Principal  
Mr. B. Rajswasser, AP. Supervision

Below are the expectations for all of Business and Technology classes during the Spring Term 2007

1. Attendance is the most important part of the class as in Business.
2. All classes will have a least one paper or project each marking period.
3. Every student will have the following supplies:
  - 8x 10 section, 1.5 inch Binder with dividers, with View Cover, which will be checked each making period.
  - 3 pens (Blue or Black only)
  - 3 Pencils
4. Every Wednesday is proper Business attire day
5. There will be test or assignments, which will be graded, and be of your accumulated grade.
6. Homework Policy – Unless due date is given H.W. is due the next day.

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**Grading Policy**

25% -Attendance  
20% -Class Participation  
25% -Homework/ Notebook  
30% -Test and Projects

All projects are graded on quality and meeting the deadlines.

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**BNT1**- this is a one period ten-week course that will allow the student to exploration into the World of Business. The students will be exposed to all facets of Business and will prepare a project at the end of the term. They will also use the Internet and be introduced to Microsoft Office Programs. This course also covers the importance of being savvy in the business world and preparing for the future.

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Date: \_\_\_\_\_ Class: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Name (print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Parents Phone Number