

Name \_\_\_\_\_

**CHAPTER 1: Wages****Goal 1.1** *To calculate weekly and annual income*

Date	Assignment	Score
_____	<b>1:</b> Read page 8. Complete Exercise A on page 8.	_____
_____	<b>2:</b> Read pages 9–10. Complete Exercises B–C on pages 9–10.	_____

Comments:

**Goal 1.2** *To understand the difference between gross pay and net pay*

Date	Assignment	Score
_____	<b>3:</b> Read pages 10–11. Complete Exercise D on page 11.	_____
_____	<b>4:</b> Complete Workbook 1.	_____

Comments:

**Goal 1.3** *To determine the number of hours worked, including overtime hours*

Date	Assignment	Score
_____	<b>5:</b> Read pages 12–13. Complete Exercises A–B on pages 12–14.	_____
_____	<b>6:</b> Read pages 14–15. Complete Exercises C–D on page 15.	_____
_____	<b>7:</b> Complete Workbook 2.	_____

Comments:

**Goal 1.4** *To determine earnings based on different payment types*

Date	Assignment	Score
_____	<b>8:</b> Read pages 16–17. Complete Exercises A–B on pages 16–17.	_____
_____	<b>9:</b> Read pages 18–19. Complete Exercises C–E on pages 18–19.	_____
_____	<b>10:</b> Complete Workbook 3.	_____

Comments:

Name \_\_\_\_\_

**CHAPTER 1: Wages, continued**

**Goal 1.5** *To determine the number of pay periods in a year and the amount earned during a pay period*

Date	Assignment	Score
_____	<b>11:</b> Read page 20. Complete Exercise A on page 21.	_____
_____	<b>12:</b> Read pages 21–22. Complete Exercises B–C on pages 21–23.	_____
_____	<b>13:</b> Complete Workbook 4.	_____

Comments:

**Goal 1.6** *To determine earnings based on different payment types*

Date	Assignment	Score
_____	<b>14:</b> Read page 24. Complete Exercise A on page 24.	_____
_____	<b>15:</b> Read page 25. Complete Exercise B on page 25.	_____
_____	<b>16:</b> Complete Workbook 5.	_____
_____	<b>17:</b> Read pages 26–27. Complete Exercises C–D on pages 26–27.	_____
_____	<b>18:</b> Read page 28. Complete Exercise E on page 28.	_____
_____	<b>19:</b> Complete Workbook 6.	_____
_____	<b>20:</b> Read page 29 and answer the discussion questions.	_____
_____	<b>21:</b> Complete the Chapter 1 Review on pages 30–31.	_____

Comments:

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

## Chapter 2: Benefits

### **Goal 2.1** *To compute an employee's share of major medical claims*

Date	Assignment	Score
_____	<b>1:</b> Read pages 34–35. Complete Exercise A on page 35.	_____
_____	<b>2:</b> Read page 36. Complete Exercise B on page 36.	_____
_____	<b>3:</b> Complete Workbook 7.	_____

Comments:

### **Goal 2.2** *To understand life insurance and calculate benefits*

Date	Assignment	Score
_____	<b>4:</b> Read pages 37–39. Complete Exercises A–B on pages 38–39.	_____
_____	<b>5:</b> Complete Workbook 8.	_____

Comments:

### **Goal 2.3** *To estimate Social Security benefits at retirement*

Date	Assignment	Score
_____	<b>6:</b> Read pages 40–41. Complete Exercises A–B on pages 41–42.	_____
_____	<b>7:</b> Complete Workbook 9.	_____

Comments:

Name \_\_\_\_\_

**CHAPTER 2: Benefits, continued**

**Goal 2.4** *To define pension and estimate its value at retirement*

Date	Assignment	Score
_____	<b>8:</b> Read pages 42–43. Complete Exercise C on page 43.	_____

Comments:

**Goal 2.5** *To calculate employee and company contributions to a 401(k) plan*

Date	Assignment	Score
_____	<b>9:</b> Read pages 43–44. Complete Exercise D on page 44.	_____
_____	<b>10:</b> Complete Workbook 10.	_____

Comments:

**Goal 2.6** *To distinguish between profit-sharing and stock-option plans, and calculate the value of each*

Date	Assignment	Score
_____	<b>11:</b> Read page 45. Complete Exercise A on page 45.	_____
_____	<b>12:</b> Read pages 46–48. Complete Exercises B–C on pages 46–47.	_____
_____	<b>13:</b> Complete Workbook 11.	_____

Comments:

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

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**CHAPTER 3: Kinds of Businesses****Goal 3.1** *To calculate a production schedule and determine the quantity of goods to produce*

Date	Assignment	Score
_____	<b>1:</b> Read pages 54–55. Complete Exercise A on page 55.	_____
_____	<b>2:</b> Complete Workbook 12.	_____
_____	<b>3:</b> Read page 56. Complete Exercises B–C on page 57.	_____
_____	<b>4:</b> Complete Workbook 13.	_____

Comments:

**Goal 3.2** *To calculate sales needed to meet revenue goals*

Date	Assignment	Score
_____	<b>5:</b> Read page 58. Complete Exercises A–B on page 59.	_____

Comments:

**Goal 3.3** *To understand the relationship between price reductions and profits*

Date	Assignment	Score
_____	<b>6:</b> Read pages 60–61. Complete Exercises C–D on pages 60–61.	_____
_____	<b>7:</b> Complete Workbook 14.	_____

Comments:

**Goal 3.4** *To determine the staffing needs of retail businesses*

Date	Assignment	Score
_____	<b>8:</b> Read page 62. Complete Exercise A on page 63.	_____

Comments:

Name \_\_\_\_\_

**CHAPTER 3: Kinds of Businesses, continued**

**Goal 3.5** *To understand the relationship between price reductions and profits*

Date	Assignment	Score
_____	<b>9:</b> Read pages 63–64. Complete Exercise B on page 65.	_____
_____	<b>10:</b> Complete Workbook 15.	_____

Comments:

**Goal 3.6** *To determine the amount of equipment and number of employees needed to meet customer expectations*

Date	Assignment	Score
_____	<b>11:</b> Read pages 66–67. Complete Exercises A–B on pages 67–68.	_____
_____	<b>12:</b> Read page 68. Complete Exercise C on page 69.	_____
_____	<b>13:</b> Complete Workbook 16.	_____

Comments:

**Goal 3.7** *To calculate operating expenses and analyze fund-raising campaigns for nonprofit organizations*

Date	Assignment	Score
_____	<b>14:</b> Read page 70. Complete Exercises A–B on page 71.	_____
_____	<b>15:</b> Read page 72. Complete Exercises C–D on page 72.	_____
_____	<b>16:</b> Complete Workbook 17.	_____
_____	<b>17:</b> Read page 73 and answer the discussion questions.	_____
_____	<b>18:</b> Complete the Chapter 3 Review on pages 74–75.	_____

Comments:

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

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**CHAPTER 4: Human Resource Departments****Goal 4.1** *To determine staffing needs in different situations*

Date	Assignment	Score
_____	<b>1:</b> Read page 78. Complete Exercise A on page 79.	_____
_____	<b>2:</b> Read page 80. Complete Exercises B–C on page 81.	_____
_____	<b>3:</b> Complete Workbook 18.	_____

Comments:

**Goal 4.2** *To compare unemployment figures for different parts of the country*

Date	Assignment	Score
_____	<b>4:</b> Read page 82. Complete Exercises A–B on page 83.	_____

Comments:

**Goal 4.3** *To calculate staff turnover in a large corporation*

Date	Assignment	Score
_____	<b>5:</b> Read pages 84–85. Complete Exercise C on page 85.	_____
_____	<b>6:</b> Complete Workbook 19.	_____

Comments:

**Goal 4.4** *To calculate raises based on employee performance*

Date	Assignment	Score
_____	<b>7:</b> Read page 86. Complete Exercise A on page 86.	_____
_____	<b>8:</b> Read page 87. Complete Exercises B–C on page 88.	_____
_____	<b>9:</b> Complete Workbook 20.	_____

Comments:

Name \_\_\_\_\_

**CHAPTER 4: Human Resource Departments, continued**

**Goal 4.5** *To understand the relationships between poverty level and number of dependents, and inflation and cost of living increases*

Date	Assignment	Score
_____	<b>10:</b> Read pages 89–91. Complete Exercises A–B on pages 90–91.	_____
_____	<b>11:</b> Complete Workbook 21.	_____

Comments:

**Goal 4.6** *To compare the costs of training and education with income potential*

Date	Assignment	Score
_____	<b>12:</b> Read pages 91–92. Complete Exercise C on page 93.	_____

Comments:

**Goal 4.7** *To graph median incomes for various occupations*

Date	Assignment	Score
_____	<b>13:</b> Read pages 93–94. Complete Exercise D on page 94.	_____
_____	<b>14:</b> Complete Workbook 22.	_____
_____	<b>15:</b> Read page 95 and answer the discussion questions.	_____
_____	<b>16:</b> Complete the Chapter 4 Review on pages 96–97.	_____

Comments:

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**CHAPTER 5: Business Travel****Goal 5.1** *To calculate and compare costs of special airfares for different airlines*

Date	Assignment	Score
_____	<b>1:</b> Read page 100. Complete Exercise A on page 101.	_____
_____	<b>2:</b> Complete Workbook 23.	_____
_____	<b>3:</b> Read pages 101–102. Complete Exercise B on page 102.	_____
_____	<b>4:</b> Complete Workbook 24.	_____

Comments:

**Goal 5.2** *To compare rates for luxury and economy lodging*

Date	Assignment	Score
_____	<b>5:</b> Read pages 103–104. Complete Exercise A on page 104.	_____

Comments:

**Goal 5.3** *To compare hotel and meal costs in small and large cities*

Date	Assignment	Score
_____	<b>6:</b> Read page 105. Complete Exercise B on page 105.	_____
_____	<b>7:</b> Complete Workbook 25.	_____

Comments:

Name \_\_\_\_\_

**CHAPTER 5: Business Travel, continued**

**Goal 5.4** *To calculate total charges for a trip from a credit-card statement*

Date	Assignment	Score
_____	<b>8:</b> Read pages 106–107. Complete Exercise A on page 108.	_____
_____	<b>9:</b> Complete Workbook 26.	_____

Comments:

**Goal 5.5** *To fill out an expense form correctly*

Date	Assignment	Score
_____	<b>10:</b> Read pages 109–110. Complete Exercises A–B on pages 111–112.	_____
_____	<b>11:</b> Complete Workbook 27.	_____
_____	<b>12:</b> Read page 113 and answer the discussion questions.	_____
_____	<b>13:</b> Complete the Chapter 5 Review on pages 114–115.	_____

Comments:

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**CHAPTER 6: Corporate Banking****Goal 6.1** *To compute simple interest*

Date	Assignment	Score
_____	<b>1:</b> Read pages 118–119. Complete Exercises A–B on page 120.	_____
_____	<b>2:</b> Complete Workbook 28.	_____

Comments:

**Goal 6.2** *To compute compound interest*

Date	Assignment	Score
_____	<b>3:</b> Read pages 121–122. Complete Exercises A–B on page 123.	_____
_____	<b>4:</b> Read pages 123–124. Complete Exercise C on page 124.	_____
_____	<b>5:</b> Complete Workbook 29.	_____

Comments:

**Goal 6.3** *To determine lines of credit based on a company's value*

Date	Assignment	Score
_____	<b>6:</b> Read page 125. Complete Exercises A–B on page 126.	_____

Comments:

**Goal 6.4** *To calculate interest on credit for given periods of time*

Date	Assignment	Score
_____	<b>7:</b> Read pages 126–127. Complete Exercise C on page 127.	_____
_____	<b>8:</b> Read page 128. Complete Exercise D on page 128.	_____
_____	<b>9:</b> Complete Workbook 30.	_____

Comments:

Name \_\_\_\_\_

**CHAPTER 6: Corporate Banking, continued**

**Goal 6.5** *To describe cash flow and understand why managing cash flow is important*

Date	Assignment	Score
_____	<b>10:</b> Read pages 129–130. Complete Exercise A on page 131.	_____
_____	<b>11:</b> Read page 131. Complete Exercise B on page 132.	_____
_____	<b>12:</b> Complete Workbook 31.	_____

Comments:

**Goal 6.6** *To calculate various types of product payment costs*

Date	Assignment	Score
_____	<b>13:</b> Read page 133. Complete Exercise A on page 134.	_____
_____	<b>14:</b> Complete Workbook 32.	_____
_____	<b>15:</b> Read page 135. Complete Exercise B on page 136.	_____
_____	<b>16:</b> Complete Workbook 33.	_____
_____	<b>17:</b> Read page 137 and answer the discussion questions.	_____
_____	<b>18:</b> Complete the Chapter 6 Review on pages 138–139.	_____

Comments:

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

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**CHAPTER 7: Operating Expenses****Goal 7.1** *To determine the percentage of a company's income required for salaries*

Date	Assignment	Score
_____	<b>1:</b> Read pages 142–143. Complete Exercise A on page 143.	_____

Comments:

**Goal 7.2** *To determine the different costs of benefits for small, medium, and large companies*

Date	Assignment	Score
_____	<b>2:</b> Read pages 144–145. Complete Exercise B on page 145.	_____
_____	<b>3:</b> Complete Workbook 34.	_____

Comments:

**Goal 7.3** *To determine office space needed based on the number of employees*

Date	Assignment	Score
_____	<b>4:</b> Read page 146. Complete Exercise A on page 147.	_____

Comments:

**Goal 7.4** *To calculate the costs of computers and software programs for one department of a company*

Date	Assignment	Score
_____	<b>5:</b> Read pages 148–149. Complete Exercise B on page 149.	_____
_____	<b>6:</b> Complete Workbook 35.	_____

Comments:

Name \_\_\_\_\_

**CHAPTER 7: Operating Expenses, continued**

**Goal 7.5** *To calculate transportation costs*

Date	Assignment	Score
_____	<b>7:</b> Read pages 150–151. Complete Exercise A on page 151.	_____

Comments:

**Goal 7.6** *To determine the fraction of total operating expenses spent for transportation*

Date	Assignment	Score
_____	<b>8:</b> Read page 152. Complete Exercise B on page 152.	_____
_____	<b>9:</b> Complete Workbook 36.	_____
_____	<b>10:</b> Read page 153 and answer the discussion questions.	_____
_____	<b>11:</b> Complete the Chapter 7 Review on pages 154–155.	_____

Comments:

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

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**CHAPTER 8: Business Management****Goal 8.1** *To read, interpret, compare, and create graphs showing production costs*

Date	Assignment	Score
_____	<b>1:</b> Read pages 158–159. Complete Exercise A on page 159.	_____
_____	<b>2:</b> Complete Workbook 37.	_____
_____	<b>3:</b> Read pages 160–161. Complete Exercise B on page 161.	_____
_____	<b>4:</b> Complete Workbook 38.	_____

Comments:

**Goal 8.2** *To determine the costs of marketing and selling a product*

Date	Assignment	Score
_____	<b>5:</b> Read pages 162–163. Complete Exercise A on page 164.	_____
_____	<b>6:</b> Complete Exercise B on page 165.	_____
_____	<b>7:</b> Complete Workbook 39.	_____

Comments:

**Goal 8.3** *To calculate the value and turnover rate of inventory*

Date	Assignment	Score
_____	<b>8:</b> Read page 166. Complete Exercises A–B on page 167.	_____
_____	<b>9:</b> Read pages 167–168. Complete Exercises C–E on pages 168–169.	_____
_____	<b>10:</b> Complete Workbook 40.	_____

Comments:

Name \_\_\_\_\_

**CHAPTER 8: Business Management, continued**

**Goal 8.4** *To calculate profit and loss*

Date	Assignment	Score
_____	<b>11:</b> Read pages 170–171. Complete Exercise A on page 172.	_____

Comments:

**Goal 8.5** *To read and interpret charts showing profit and loss*

Date	Assignment	Score
_____	<b>12:</b> Read page 173. Complete Exercises B–C on page 174.	_____
_____	<b>13:</b> Complete Workbook 41.	_____
_____	<b>14:</b> Read page 175 and answer the discussion questions.	_____
_____	<b>15:</b> Complete the Chapter 8 Review on pages 176–177.	_____

Comments:

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**CHAPTER 9: Casualty Insurance****Goal 9.1** *To identify types of insurance that businesses need and the relative costs of each type*

Date	Assignment	Score
_____	<b>1:</b> Read pages 180–181. Complete Exercise A on page 181.	_____
_____	<b>2:</b> Read page 182. Complete Exercise B on page 182.	_____

Comments:

**Goal 9.2** *To define five types of auto insurance (liability, collision, medical, property, and comprehensive)*

Date	Assignment	Score
_____	<b>3:</b> Read page 183. Complete Exercise C on page 183.	_____
_____	<b>4:</b> Complete Workbook 42.	_____

Comments:

**Goal 9.3** *To compute premiums for fire/theft insurance*

Date	Assignment	Score
_____	<b>5:</b> Read page 184. Complete Exercise A on page 184.	_____
_____	<b>6:</b> Complete Workbook 43.	_____

Comments:

**Goal 9.4** *To compute auto insurance premiums*

Date	Assignment	Score
_____	<b>7:</b> Read pages 185–186. Complete Exercise B on page 186.	_____

Comments:

Name \_\_\_\_\_

**CHAPTER 9: Casualty Insurance, continued**

**Goal 9.5** *To define a policy rider and find a fractional percent of a number*

Date	Assignment	Score
_____	<b>8:</b> Read pages 186–187. Complete Exercise C on page 187.	_____
_____	<b>9:</b> Complete Workbook 44.	_____

Comments:

**Goal 9.6** *To calculate the difference between the benefit and cash value of a whole life policy from a table*

Date	Assignment	Score
_____	<b>10:</b> Read page 188. Complete Exercise A on page 189.	_____

Comments:

**Goal 9.7** *To calculate the amount paid during the term of an endowment policy*

Date	Assignment	Score
_____	<b>11:</b> Read page 189. Complete Exercise B on page 190.	_____
_____	<b>12:</b> Complete Workbook 45.	_____
_____	<b>13:</b> Read page 191 and answer the discussion questions.	_____
_____	<b>14:</b> Complete the Chapter 9 Review on pages 192–193.	_____

Comments:

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**CHAPTER 10: Government Regulations****Goal 10.1** *To determine costs to a company of installing pollution-control equipment*

Date	Assignment	Score
_____	<b>1:</b> Read pages 196–197. Complete Exercise A on page 197.	_____
_____	<b>2:</b> Read pages 198–199. Complete Exercises B–C on pages 198–199.	_____
_____	<b>3:</b> Complete Workbook 46.	_____

Comments:

**Goal 10.2** *To determine costs to a company of making an entrance accessible for people with a disability*

Date	Assignment	Score
_____	<b>4:</b> Read pages 200–201. Complete Exercises A–B on pages 200–201.	_____
_____	<b>5:</b> Read page 202. Complete Exercise C on page 203.	_____
_____	<b>6:</b> Complete Workbook 47.	_____

Comments:

**Goal 10.3** *To identify which licenses a company needs to participate in interstate commerce and other costs*

Date	Assignment	Score
_____	<b>7:</b> Read pages 204–205. Complete Exercise A on page 205.	_____
_____	<b>8:</b> Read page 206. Complete Exercise B on page 207.	_____
_____	<b>9:</b> Complete Workbook 48.	_____

Comments:

Name \_\_\_\_\_

**CHAPTER 10: Government Regulations, continued**

**Goal 10.4** *To describe international business agreements and costs related to global business operations*

Date	Assignment	Score
_____	<b>10:</b> Read page 208. Complete Exercise A on page 208.	_____
_____	<b>11:</b> Read the top of page 209. Complete Exercise B on page 209.	_____
_____	<b>12:</b> Read pages 209–210. Complete Exercise C on page 210.	_____
_____	<b>13:</b> Complete Workbook 49.	_____
_____	<b>14:</b> Read page 211 and answer the discussion questions.	_____
_____	<b>15:</b> Complete the Chapter 10 Review on pages 212–213.	_____

Comments:

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**CHAPTER 11: Risks for Business Owners****Goal 11.1** *To compute price increases and new prices based upon inflation*

Date	Assignment	Score
_____	<b>1:</b> Read pages 216–217. Complete Exercises A–B on pages 216–217.	_____

Comments:

**Goal 11.2** *To calculate the Consumer Price Index*

Date	Assignment	Score
_____	<b>2:</b> Read page 218. Complete Exercise C on page 219.	_____
_____	<b>3:</b> Complete Workbook 50.	_____

Comments:

**Goal 11.3** *To calculate costs of catastrophic loss*

Date	Assignment	Score
_____	<b>4:</b> Read page 220. Complete Exercise A on page 221.	_____
_____	<b>5:</b> Read page 222. Complete Exercise B on page 223.	_____

Comments:

Name \_\_\_\_\_

**CHAPTER 11: Risks for Business Owners, continued**

**Goal 11.4** *To understand how the cost of malpractice insurance increases industry costs*

Date	Assignment	Score
_____	<b>6:</b> Read pages 223–224. Complete Exercise C on page 224.	_____
_____	<b>7:</b> Complete Workbook 51.	_____
_____	<b>8:</b> Read page 225 and answer the discussion questions.	_____
_____	<b>9:</b> Complete the Chapter 11 Review on pages 226–227.	_____

Comments:

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**CHAPTER 12: Sales and Marketing**

**Goal 12.1** *To determine the sales needed to cover operating expenses and have 10% left over for the company's growth*

Date	Assignment	Score
_____	<b>1:</b> Read page 230. Complete Exercise A on page 231.	_____
_____	<b>2:</b> Read page 232. Complete Exercise B on page 233.	_____
_____	<b>3:</b> Complete Workbook 52.	_____

Comments:

**Goal 12.2** *To calculate the number of inquiries that result in sales at a convention*

Date	Assignment	Score
_____	<b>4:</b> Read page 234. Complete Exercise A on page 235.	_____

Comments:

**Goal 12.3** *To compare the costs of a convention booth and entertainment to the revenues they are expected to bring*

Date	Assignment	Score
_____	<b>5:</b> Read page 235. Complete Exercise B on page 236.	_____
_____	<b>6:</b> Complete Workbook 53.	_____

Comments:

**Goal 12.4** *To determine the number of employees needed in a convention booth*

Date	Assignment	Score
_____	<b>7:</b> Read page 236. Complete Exercise C on page 237.	_____

Comments:

Name \_\_\_\_\_

**CHAPTER 12: Sales and Marketing, continued**

**Goal 12.5** *To calculate the entertainment costs at a convention*

Date	Assignment	Score
_____	<b>8:</b> Read page 237. Complete Exercise D on page 237.	_____
_____	<b>9:</b> Complete Workbook 54.	_____

Comments:

**Goal 12.6** *To compare the cost of a promotion with the number of potential customers it will reach*

Date	Assignment	Score
_____	<b>10:</b> Read page 238. Complete Exercise A on page 239.	_____

Comments:

**Goal 12.7** *To choose the market channel most likely to reach the potential buyer*

Date	Assignment	Score
_____	<b>11:</b> Read pages 239–240. Complete Exercise B on page 240.	_____

Comments:

**Goal 12.8** *To compare the cost of a promotion with the number of potential customers it will reach*

Date	Assignment	Score
_____	<b>12:</b> Read page 241. Complete Exercise C on page 242.	_____
_____	<b>13:</b> Complete Workbook 55.	_____
_____	<b>14:</b> Read page 243 and answer the discussion questions.	_____
_____	<b>15:</b> Complete the Chapter 12 Review on pages 244–245.	_____

Comments:

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

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**CHAPTER 13: Mail-Order Business****Goal 13.1** *To calculate the costs of catalog development and mailing*

Date	Assignment	Score
_____	<b>1:</b> Read page 248. Complete Exercise A on page 249.	_____
Comments:		

**Goal 13.2** *To determine the costs of customer service systems and equipment*

Date	Assignment	Score
_____	<b>2:</b> Read pages 250–251. Complete Exercises B–C on page 251.	_____
_____	<b>3:</b> Complete Workbook 56.	_____
Comments:		

**Goal 13.3** *To calculate and compare shipping costs for different carriers and delivery times*

Date	Assignment	Score
_____	<b>4:</b> Read page 252. Complete Exercise A on page 252.	_____
_____	<b>5:</b> Read pages 253–254. Complete Exercise B on page 254.	_____
_____	<b>6:</b> Read page 255. Complete Exercise C on page 255.	_____
_____	<b>7:</b> Complete Workbook 57.	_____
Comments:		

**Goal 13.4** *To determine costs of handling, order fulfillment, and packaging*

Date	Assignment	Score
_____	<b>8:</b> Read page 256. Complete Exercise A on page 257.	_____
Comments:		

Name \_\_\_\_\_

**CHAPTER 13: Mail-Order Business, continued**

**Goal 13.5** *To fill out order forms and calculate all ordering costs*

Date	Assignment	Score
_____	<b>9:</b> Read page 257. Complete Exercise B on page 258.	_____
_____	<b>10:</b> Complete Workbook 58.	_____

Comments:

**Goal 13.6** *To compare the cost of inventory to the need for immediate order fulfillment*

Date	Assignment	Score
_____	<b>11:</b> Read page 259. Complete Exercise A on page 259.	_____
_____	<b>12:</b> Complete Workbook 59.	_____

Comments:

**Goal 13.7** *To determine the costs of warehousing inventory*

Date	Assignment	Score
_____	<b>13:</b> Read page 260. Complete Exercise B on page 261.	_____

Comments:

**Goal 13.8** *To calculate the time needed to order products from manufacturers*

Date	Assignment	Score
_____	<b>14:</b> Read page 261. Complete Exercise C on page 262.	_____
_____	<b>15:</b> Complete Workbook 60.	_____
_____	<b>16:</b> Read page 263 and answer the discussion questions.	_____
_____	<b>17:</b> Complete the Chapter 13 Review on pages 264–265.	_____

Comments:

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

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_