**Business & Finance Academy of Pike County Director: Cynthia Reeves** Creeves@pikecountyschools.com



**Syllabus 2019-2020**

**Business & Finance Academy**

**Mission Statement**

**“The mission of the Academy of Business & Finance at Pike County Schools is to prepare our diverse population of high school students for post-secondary education and careers in business, banking and finance.”** Our academy stresses the three ***R’s Framework***; ***rigorous*** academic learning experiences, ***relevant*** hands-on work experiences that will serve to develop student’s thinking and problem-solving skills and ***relationships*** developed through our business/school partnerships that prepare young people for future careers critical to post-secondary education and career success. Dual Enrollment with Enterprise State Community College.

Course Overview

Required Colleges Classes for Seniors:

Fall (15 hours)

ACC 129 – Individual Income Taxes (3 hours)

ACC 149 – Introduction to Accounting Spreadsheets (3 hours)

BUS 263 – Legal and Social Environment of Business (3 hours)

BUS 275 – Principals of Management (3 hours)

Eng 102 – English Composition (3 hours)

Spring (18 hours) - Seniors

ACC 140 – Payroll Accounting (2 hours)

BUS 248 – Managerial Accounting (3 hours)

BUS 296 – Business Internship (3 hours)

OAD 134 – Career & Professional Development (3 hours)

SPH 106 – Fundamental or Oral Communications (3 hours)

WKO 101 – Workplace Skills Development I (1 hour)

CIS 146 – Microcomputer Applications (3 hours)

Required College Classes for Juniors:

Fall (12 hours)

ECO 231 – Principles of Macroeconomics (3 hours)

BUS 241 – Principles of Accounting I (3 hours)

BUS 215 – Business Communications (3 hours)

ENG 101 – English Composition (3 hours)

Spring (15 hours)

ECO 232 – Principles of Microeconomics (3 hours)

MTH 116 – Mathematical Applications or higher level math (3   
 hours)

BUS 242 – Principles of Accounting II (3 hours)

BUS 146 – Personal Finance (3 hours)

Required College Classes for Sophomores:

Fall (7 hours)

Bus 189 – Human Relationships (1 hour) – Weekend at ESCC

OAD 101 – Beginning Keyboarding (3 hours)

OAD 131 – Business English (3 hours)

Spring – (9 hours)

CIS 113 – Spreadsheet Software Applications (3 hours)

Bus 150 – Business Math (3 hours)

CIS 146 – Microcomputer Applications (3 hours)

**Classroom Assignments**

Will be derived from the National Academy Foundation (NAF) curriculum for the Academy of Finance (AOF) course as well as the dual enrollment college classes taken at Enterprise State Community College. Supplemental material may be presented through a variety of methods such as guest speakers, tours of manufacturing plants, individual/group projects, internships, volunteer work as well as readings and discussion activities/assignments.

* 3 ring binder (or designated class section in a larger binder)
* 1 pk notebook paper and dividers
* Pen/highlighters
* FLASHDRIVE
* Highly recommend the Texas Instruments Business Analyst II or the Business Analyst Plus Professional – this is the calculator that we will use for demonstration in solving the problems.

**Grading Criteria**

**Scholarship**- A=90-100 B=89-80 C=79-70 D=69-60 F=59 or less FF=ZERO POINTS for NO WORK

**Effort-** Will depend on student ability to use class time properly to complete assignments, presentations, discussions etc… 1, 2 & 3 accordingly.

**Conduct-** Will be determined by student’s ability to demonstrate professional and mature behavior in class throughout the entire 9 week grading period. Students must work both independently and collaboratively when required without teacher re-direction.

**CLASSROOM RULES and CONSEQUENCES**

1. You must attend class and be on time. I am very strict with attendance and punctuality. Your home will be called and/or you may receive detention to serve if you are unable to comply with this rule.
2. Be prepared for every class. As an academy student you will be expected to have all materials ready, know your assignments and the due dates, behave in a professional manner and be ready to learn and work hard. YOU MUST HAVE REQUIRED MATERIALS EVERY DAY.
3. Be courteous and respectful at all times. Disrespect will not be tolerated under any circumstances. You are preparing to be a professional and therefore are expected to behave accordingly. You must respect the academy, the classroom, your teacher, your classmates, and any guests we may have in the classroom and/or any professionals we interact with on fieldtrips, competitions or other activities. If you develop a pattern of chronic discipline problems, parent conferences will be required, referrals will be written to the appropriate administrator and your class conduct grade as well as your academy standing will be negatively affected.
4. There will be no eating or drinking in the classroom. Please keep your area clean. There are garbage cans available for your use. Please use them. If you are caught eating in the classroom you will have only **ONE** warning. The second time you are caught results in a written counseling. The third is a referral and a call home.
5. Dress code will be strictly enforced. We will ‘Dress for Success” at times during the semester and we will wear our Academy polo shirts on all field trips and special days during the semester.
6. No students will be excused to go to the restroom during the first 15 minutes or the last 15 minutes of class except for emergencies.
7. All written work must be done neatly. Messy or incomplete assignments are unacceptable and may be rejected resulting in you not earning a grade.
8. Once you have been assigned a seat, you are not allowed to move to another seat or computer without the teacher approval.
9. Do not attempt to repair any machine. Each day at the beginning of the period, please report anything that you find out of order so that you won’t be accused for something someone else has done.
10. Five minutes before the class ends, each student will:

* Log off computers when used
* Clean up work area and return all materials to their proper location.
* REMAIN SEATED until bell rings!
* After dismissal, quietly place all chairs under the desks/tables.

**In general, failure to comply with these rules will result in consequences**

* 1st offence- individual student/teacher conference with a warning and an “incident to your file” will be documented- a lowered conduct grade will be considered.
* 2nd offense**-** a call home.
* 3rd offense- REFERRAL to ADMINISTRATION- may result in Expulsion from the ACADEMY.

***IMMEDIATE REFERRAL WILL BE WRITTEN FOR TRUANCY AND DISRESPECT.***

**COMMITMENT TO COMMUNICATION**

PARENTS are encouraged to check their child’s progress regularly through the Parent Portal and frequently inquire about assignments, projects and academy activities. Maintain open communication with student and instructor.

Student Name (PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOUR SIGNATURE ABOVE INDICATES THAT YOU HAVE READ THE SYLLABUS FOR THIS COURSE AND UNDERSTAND YOU ARE REQUIRED TO COMPLY WITH ALL EXPECTATIONS FOR SUCCESS IN THE COURSE.**