**Trinity High School**

**Principles of Business and Finance Syllabus**

# **Instructor: Kathryn Vaden (Carter)**

# **Room: B21**

**Conference Hours: 1st Period 8:00 am to 9:30 am (other times by appointment)**

**Telephone Number:**

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#### Principles of Business and Finance

**GRADE LEVEL: 9 - 12**

**Course Description**
This course introduces students to topics related to business, finance, management, and marketing to cover business in the global economy, functions of business organization and management, marketing basics, and significance of business financial and risk management. English language arts, social studies, and mathematics are reinforced.

**Prerequisite:** none

## Course objectives

Listed below are the objectives that will be covered this year. This course is a state-tested course. There are no exemptions from state tests at the end of this course. (see **Student Pacing Guide for POBF** for more detailed information)

* **Understand economics**
* **Understand business operations management**
* **Understand financial analysis**
* **Understand marketing and business management**
* **Understand communication skills and customer relations**
* **Understand information management.**
* **Understand professional development**

**Methods of evaluation and grading procedures**

The course is operated like a business. Students will be “compensated” (graded) on the basis of their “production” (class participation, completed assignments, projects, quizzes, examinations and special course requirements). Quizzes and examinations will be given on materials covered in assignments and in class.

At the end of each objective, students will be assessed on their knowledge of the material. This assessment will be in the form of an on-line multiple choice test.

* **Daily Assignments comprise 30% of each 9 week grade.**
* **Homework Assignments comprise 10% of each 9 week grade.**
* **There will be 21 Quizzes total which comprise 20% of each 9 week grade.**
	+ There is a quiz at the end of each Objective
* **There will be 7 Tests total which comprise 20% of each 9 week grade.**
	+ There is a test at the end of each Standard
* **The Mid-term exam will comprise 20% of the first 9 week grade.**
* **A Project will comprise 20% of the second 9 week grade.**
* **For the final course grade**
	+ **1st 9 weeks = 40%**
	+ **2nd 9 weeks = 40%**
	+ **State Exam = 20%**

## Measuring growth

## At the beginning of the unit each student will take a pre-assessment. We do this for multiple reasons:

* + It lets the student know the topic of the unit
	+ It lets the student know what they already know about that topic

## It helps me with planning and scheduling of activities

## It helps in measuring the growth in student knowledge.

## Late work /make up work policy

**Late work** - **Students are to upload all assignments to the class Canvas**. Any assignment that is not uploaded by the due date is late. Late work will not be accepted unless an adequate excuse is presented with a **10-point deduction per day**. Students must complete all assignments to successfully complete this course. Responsible students, like responsible employees, should not submit late work.

**Attendance/Absences​**

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. To be counted present for a class, a student must be in attendance at least one-half of the class period.

**Make up work** – All students who are absent from class have the opportunity to make up work within **three** days of their absence. **It is the student’s responsibility to inquire about missed work.** Complete information about each class session and the assignments are listed in the class Canvas. If a student is absent from class on the day of a test he/she will need to set a timeto make up the test. Students are also responsible for participating in planned activities on their return to class.

## Materials Suggested

* Notebook (binder)
* Flash drive or cloud storage
* Ear buds/Headphones
* Calculator App (there is Math in this course)
* Post-It Notes
* Pen/pencil
* Paper

**Software, Apps, and Subscriptions**

The majority of information and activities in this class take place online and should be accessed via the student’s Desktop.

During the first week of the semester the student will be directed how access the apps and websites required for this class. These include Canvas, Quizlet, Kami, and others to be decided.

**Discipline Plan**

It is important for students to remember that THEIR behavior is THEIR responsibility. Each student CHOOSES whether or not to follow the guidelines. Please be aware that a choice to ignore a guideline will result in consequences that have been outlined in the student handbook.

Parents will be contacted for repeated offences and student could receive After School Detention or In School Suspension depending on the offenses and the severity of the offense.

Severe disruptions will be automatically referred to the office at the time of incidence.

Students that exhibit behaviors that interrupt the instructional process will be removed from class immediately so that they behavior does not interfere with the learning opportunities of their peers.

## Food and Drinks

This classroom is considered to be a Computer Lab. As such the only food allowed in the room is breakfast food provided by the school during 1st Period. Drinks from the school are permitted but the student accepts all responsibility for any damages to school equipment caused by spilling the drink.

## Equipment use

If a student is involved in any inappropriate activities including – hacking into locked programs, changing system settings, downloading files without teacher’s permission – the student will be removed from the computer and accommodations will be made.

If a student is found viewing, downloading, or searching for inappropriate materials over the Internet, their privileges will be revoked as in accordance with the schools Internet Use Policy.

**Technology Procedures**

* One device at a time
* No ear buds unless authorized
* No videos (other than I assign)
* No Games
* When using your Desktop
	+ At the end of class sign off down correctly