*Principles of Business and Finance*

**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. DECA (an association for Marketing Education students) and Future Business Leaders of America (FBLA) competitive events, community service, and leadership activities provide the opportunity to apply essential standards and workplace readiness skills through authentic experiences.

**Class Schedule:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard** | **Week(s)** | **% of Final Exam** | **Topic’s to be Covered** |
|  | Week 1 |  | Welcome, Introduction, Syllabus, Expectations, Procedures Solo Project |
| 1.00 | 2 weeks | 12% | Understand communication skills and customer relations |
| 2.00 | 1+ Weeks | 8% | Understand information management |
| 3.00 | 2 Weeks | 10% | Understand professional development |
| 4.00 | 3 Weeks | 20% | Understand business operations management |
| 5.00 | 5 Weeks | 29% | Understand economics |
| 6.00 | 2 Weeks | 10% | Understand financial analysis |
| 7.00 | 2 Weeks | 11% | Understand marketing and business management |

\**Dates and curriculum may change based upon student needs*

*and can be changed at the teachers discretion.*

**Class Requirements:**

* Be on time to class, ready to learn! The tardy policy will be enforced.
* ***RESPECT-*** At all times respect is expected to be show to Mr. Knight, your fellow classmates and anyone else who may be a guest to our classroom.
* Our “Classroom Policy and School Discipline Procedure” will be followed.
* You may have a beverage with a lid in this classroom however food is not allowed.

**Supplies Needed:**

* Ear buds are encouraged as students will watch videos from their computers frequently.
* Something to write with and on (blue/black ink or pencils).
* ***A flash drive* (at least 4 GB).**
* ***3 ring binder***

**Grading:**

The semester will be broken down into three segments that each account for 25% of the students final grade. The final quarter of the grade will come from the final state exam. Grades will be given through the various evaluation techniques listed below.

State Required Exam: This is a test given at the end of the course and will count for 25% of your final grade.

**Evaluation Technique:**

Students all start the semester with a 100%, but will need to work hard in order to keep your A. Assessment techniques include:

|  |  |
| --- | --- |
| * Daily points * Professionalism * Test * Research | * Participation points * Projects * Quizzes * Presentations |

**Students borrowing work, sharing work or plagiarizing may be given a ZERO!!!!!**

***\* All students are required to abide by the UCPS Internet Acceptable Use Policy.*** Computers are for educational purposes only and all district guidelines for Chromebook and computer usage will be followed.

*Please sign below as acknowledgement to these policies.*

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_

Parent Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_