



TEACHER: Patrick Conroy
ROOM: E-212
PLANNING: 4th Block 1:30pm - 2:53pm
TUTORING: By appointment

PHONE: 704-708-5530
EMAIL: Patrick.Conroy@ucps.k12.nc.us
SEMESTER: Fall 2019
WEBSITE: <http://bit.ly/2YwqeMJ>

Course Syllabus for Principles of Business and Finance

COURSE DESCRIPTION

Principles of Business and Finance 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 the 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. This class is a North Carolina Workforce Development Program Area class with a required state exam. The VOCATS exam **CANNOT** be exempted.

COURSE OBJECTIVES

- 1.00 - Understand communication skills and customer relations
 - 2.00 - Understand information management.
 - 3.00 - Understand professional development
 - 4.00 - Understand business operations management
 - 5.00 - Understand economics
 - 6.00 - Understand financial analysis
 - 7.00 - Understand marketing and business management
 - 8.00 - Have fun while learning about Principles of Business and Finance
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EXPECTATIONS

As part of the student-teacher-parent team,

The Teacher will:

- Teach subject content and relate to today's world
- Provide extra assistance to student when needed
- Be available to Parent to discuss student's progress

The Student will:

- Be respectful
- Attend classes and be on time
- Be prepared and participate
- Complete all class assignments and quiz reviews

The Parent will:

- Keep an eye on student progress
 - Support teacher's classroom policies
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REQUIRED MATERIALS

- 2" - Three-ring binder
- No. 2 Pencils
- 4g flash drive
- Box of Kleenex

Rules of the Class & Discipline Agreement

CLASS RULES

- ✓ Respect the teacher, fellow classmates and their belongings at **all** times.
- ✓ Respect your school, school materials, and your possessions.
- ✓ Be prepared for class. You should have all materials with you when you come to class.
- ✓ Be in his/her seat **before** the tardy bell rings. Late students must have a tardy pass from a designated teacher assigned to hall duty in order to be permitted to class.
- ✓ Enter the classroom quietly and begin the action item for that day, unless otherwise instructed.
- ✓ If you are absent or going to be absent, I need an email from you with a reason why you are out.
- ✓ Students are required to keep all work for the semester in their 3-ring binder.
- ✓ Be alert, listen carefully, and participate.
- ✓ Do not bring FOOD or DRINKS into class. Bottled water is allowed when seated at desks. This is a school-wide rule. No water at computers.
- ✓ Use of and charging of your cellular telephone is **not allowed** in my classroom.
- ✓ Use the time between classes to take care of restroom needs. If a student has medical reasons for using the restroom at will, a note from a **doctor** is required. If you absolutely must go during our class period, please ask permission; **sign out** on the **Student Log**. When you return, **sign in**.
- ✓ Follow computer station rules.
- ✓ Cheating/Copying results in an automatic zero. No make-ups are allowed.
- ✓ Place all of your trash and recyclables in the appropriate trash/recycle receptacles.
- ✓ If you do not turn your assignment in when collected, I will not accept it at a later time.
- ✓ If you plan on not attending class, you or parents/guardians must send an email to [Mr. Conroy](#).

GRADING

Students will receive frequent feedback and progress reports (check school [website](#) for dates). Missed work should be made up immediately.

A. YOUR COURSE GRADE IS BASED UPON THE FOLLOWING:

FIRST 6-WEEK GRADING PERIOD	25%
SECOND 6-WEEK GRADING PERIOD	25%
THIRD 6-WEEK GRADING PERIOD	25%
FINAL EXAM	25%

B. EACH 6-WEEK PERIOD GRADE IS BASED UPON:

CLASSWORK	40%
QUIZZES	25%
TESTS	35%

C. GRADING SCALE:

A = 100-90	D = 69-60
B = 89-80	F = 59 & BELOW
C = 79-70	

D. MISCELLANEOUS

Maintaining class notebook with notes, handouts, and pertinent information is required. Notebook, Highlighter/Pen/Pencils, and USB drive are to be brought to class each time. Students are expected to keep up with their make-up work from any missed days. The student is solely responsible for scheduling make-up tests or quizzes with the teacher.

**Make good choices. It ALWAYS pays to do the RIGHT thing.
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Course Syllabus & Classroom Procedures Contract

PARENT/GUARDIAN/STUDENT RESPONSE REQUESTED

After reading and discussing the course syllabus and classroom procedures with your child, please sign below and return this form to me. Your prompt attention in this matter will ensure that your child is aware of what is expected and required of him or her. *Thank you!* ☺

STUDENT: I have read the course syllabus and classroom procedures and understand them. I will honor these rules while in Mr. Conroy's Principles of Business and Finance class.

Signature _____ Date _____

Printed Name _____ Date _____

PARENTS: My child and I have discussed the course syllabus and classroom procedures. I understand them and will support them. **Parents, there may be times when you want to email me regarding your child. I need your permission to respond. Please initial here _____ indicating this will be okay.**

Signature _____ Date _____

TEACHER: I will be fair and consistent when administering consequences for those students not complying with the classroom procedures.

Signature _____ Date _____.