



Principles of Business and Finance Syllabus BT/VA Fall 2020

Instructor:

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Course Curriculum Overview:

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. Community service and leadership activities provide the opportunity to apply essential standards and workplace readiness skills through authentic experiences.

Supplies Needed:

We will use technology for the majority of our assignments. Laptops are provided and approved BYOD when appropriate in the classroom. However, students will need a writing instrument, folder with pockets, index cards, antibacterial wipes, hand sanitizer, and tissues to share.

Professional Dress - Students will be taught professional etiquette as well as proper professional dress. Students will be expected to have a professional dress outfit available that will be worn on field trips and on required school days. There will be additional information coming home regarding this requirement. Help is available to secure the proper attire.

Teacher Availability - Students are encouraged to request assistance as needed via email. Teacher email is ehprice@wcpss.net. Students and parents should communicate with school accounts when possible. Virtual office hours follow live instruction daily and by appointment as needed.

Teacher Website Link - The class is managed through Canvas with student and parent access.

Parent Involvement and Support - VMCCA encourages active communication and participation with parents and the community. Parents are encouraged to share any opportunities through their work and skills to help in service learning for students, job readiness, guest speaking, or sponsoring events.

Summative assessments are designed to evaluate students' academic achievement at the end of a sequence of instruction. Only summative assessments will count toward a student's grade in order for the grade to reflect only the academic achievement. If a student performs poorly on a summative assessment, there will be an opportunity for the student to re-test ONLY if the student initiates the re-test and has worked towards gaining the missing proficiency.

Formative assessments will be given at the beginning of every unit and are designed to provide the student with direction for improvement and to provide the teacher with direction for instruction.

Homework - It is my goal that students make good, efficient use of their time. Homework is assigned to enhance learning and should always be completed promptly. In most cases, late homework (without a valid excuse) is accepted at teacher discretion with a slight penalty.

Principles of Business General Course Objectives:

- 1.00 Understand communication skills and customer relations.
 - 1.01 Apply verbal skills to obtain and convey information.
 - 1.02 Record information to maintain and present a report of business activity.
 - 1.03 Write internal and external business correspondence
 - 1.04 Foster positive relationships with customers to enhance company image.
- 2.00 Understand information management.
 - 2.01 Use information literacy skills to increase workplace efficiency and effectiveness.
 - 2.02 Acquire a foundational knowledge of information management
- 3.00 Understand professional development.
 - 3.01 Acquire self-development skills to enhance relationships and improve efficiency
 - 3.02 Utilize critical-thinking skills to determine best options/outcomes.
- 4.00 Understand business operations management.
 - 4.01 Adhere to health and safety regulations to support a safe work environment.
 - 4.02 Implement purchasing activities to obtain business supplies, equipment and services.
 - 4.03 Understand production's role and function in business
- 5.00 Understand economics.
 - 5.01 Understand fundamental economic concepts to obtain a foundation for employment
 - 5.02 Understand economic systems
 - 5.03 Understand the nature of business to show its contributions to society.
 - 5.04 Acquire knowledge of the impact of government on business activities
 - 5.05 Analyze cost/profit relationships to guide business decision making.
- 6.00 Understand financial analysis.
 - 6.01 Acquire a foundational knowledge of accounting to understand its nature and scope.
 - 6.02 Acquire a foundational knowledge of finance to understand its nature and scope.
- 7.00 Understand marketing and business management.
 - 7.01 Understand marketing's role and function in business
 - 7.02 Apply knowledge of business ownership to establish and continue business operations.
 - 7.03 Recognize management's role to understand its contribution to business success.

Missing Work - There will be a few times each grading period where students will have the opportunity to submit any missing work. However, it is at the discretion of the teacher based on how the student is using class time as the majority of work is done in class.

Grading Scale for Summative Assessments:

- Major Assessments: 50%
- Minor Assessments: 35%
- Homework 15%

10 point grading scale:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 59 – 0

I = Incomplete
WF = Withdrawal with an F
FF = Failure due to absences

[Student Engagement Rubric](#) can be found on the VMCCA website and contains important information regarding student behavior expectations and assessment.