

Syllabus

Business and Personal Finance

Instructor: Mrs. Amber Benson

Three business credits
are required to be a
business completer.

Course Description:

This one-semester course is designed help students develop the knowledge and skills to make informed, responsible decisions that could affect their financial futures. Whether today's high school students head to college or straight into the workforce, they will face a robust marketplace of financial products and services. To better navigate our nation's financial systems, they need to learn more about saving and investing, using credit wisely, avoiding fraud, and a number of other financial topics.

Course Goals:

Business and Personal Finance students will complete the following study/skill development units: Economics; Marketing; Accounting Procedures; Career Exploration; Paycheck, Benefits, and Income Taxes; Resource Management; Risk Management; Banking; Credit Management; Budgeting; Financial Security; and consumer Rights and Responsibilities. These topics will be presented to the class by using lecture/demonstration of each concept. After the introduction of each lesson daily, students will be given the responsibility for planning, designing, and completing the assignment. As students work on these assignments, they will have individual monitoring and instruction, providing immediate feedback to reinforce correct procedure.

Curriculum Materials:

The curriculum materials/software to be used in this course includes the following:

- *Glencoe Business and Personal Finance, 2007*
- The Stock Market Game - www.stockmarketgame.org

National Business Honor Society

- Have a 3.5 in three of the following business courses: Accounting, Business Management, Finance and Business Law.
- Have a 3.0 overall average.

Requirements:

Students enrolled in finance are required to:

- Organize and manage classroom handouts, notes, study questions, projects and tests.
- Bring materials need for daily class activity completion.
- Maintain classroom behavior that provides themselves and other students with an environment in which optimum learning can take place.
- Arrive to class on time. Class will start when the tardy bell rings.
- See Business Department Rules and Procedures for specific business department information.

Student Evaluation:

Periodic class discussions will be held to emphasize key points, check student understandings, and prevent gaps in overall progress. Students will be evaluated throughout the semester using course activities, quizzes/tests, and production projects. This is a weighted average evaluation system and will measure summative as well as formative aspects of student performance.

- **Course Activities: (20%)** Students will be given an assignment to complete daily. Assignments will be worth varying points, based on difficulty and time involved. Class assignments will be chosen periodically for grading. The students will not be told ahead of time which ones will be turned in.
- **Assessments: (80%)** Performance and objective tests/quizzes will be given and announced in advance. Project based learning will be implemented through a series of "real-world" problems and challenges.

Student Organizations:

Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) is a co-curricular component of the business program. This student organization enhances classroom instruction, develops leadership skills, and provides opportunities for professional growth and service. Business Technology students are strongly encouraged to be active FBLA members in order to participate in district, state, and national competitions and conferences. A membership fee of \$15.00 is required and can be paid online (<https://tinyurl.com/mbhsfbla1819>)

Additional Assistance:

I am always available to any student or parent requesting additional assistance. I may be contacted in Room 414, at 414-3800 or at bensona@mtbrook.k12.al.us.