



# BF10 Principles of Business and Finance

Fall 2014

**TEACHER:** Elizabeth Tripp  
**ROOM:** B-07  
**TUTORING:** By appointment;  
Fridays during B Lunch

**CCHS PHONE:** 252-453-0014 ext. 3026  
**PLANNING** 3<sup>rd</sup> Bell: 12:10 p.m. – 1:35 p.m.  
**E-MAIL:** [etripp@currituck.k12.nc.us](mailto:etripp@currituck.k12.nc.us)

## STUDENT SUPPLIES:

- 1-1½ inch 3 ring binder
- Writing Utensils
- Paper
- USB Drive

## CLASSROOM SUPPLIES:

- Tissues
- Hand sanitizer

## PREREQUISITE:

Keyboarding skill which is defined as a **minimum of 35 words per minute** based on a five-minute timed writing with errors corrected is **recommended**.

## 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. Work-based learning strategies appropriate for this course include mentorship, school-based enterprise, service learning, and job shadowing. Cooperative education is not available for this course. Apprenticeship is not available for this course.

## GRADING

LETTER GRADE BASED ON 7 POINT SCALE	GRADE SCALE
A 93-100%	CLASSWORK 30%
B 85-92%	TEST/PROJECTS 40%
C 77-84%	QUIZZES 15%
D 70-76%	PARTICIPATION 15%
F 69 & below	
<ul style="list-style-type: none"><li>• Students will receive frequent feedback and progress reports. See the table below for a description of how course averages will be determined.</li><li>• Students will take a 100-question multiple choice assessment at the end of the semester for their final exam which will count 20% of their final grade for this course</li></ul>	

## OBJECTIVES:

A.	PRINCIPLES OF BUSINESS
1.00	Understand the role of business in the global economy.
1.01	Understand economic systems.
1.02	Understand economic activities and conditions.
1.03	Understand business in the global marketplace.
2.00	Understand the nature of business.
2.01	Understand the types of business ownership.
2.02	Understand leadership and management.
2.03	Understand production and operations.
2.04	Understand applications and issues of technology.
2.05	Understand responsible actions for conducting business.
3.00	Understand the role of marketing in business.
3.01	Understand principles of marketing.
3.02	Understand buying behaviors.
B.	PRINCIPLES OF FINANCE
4.00	Understand the role of finance in business.
4.01	Understand financial planning.
4.02	Understand the banking system.
4.03	Understand saving and investing options for clients.
5.00	Understand business credit and risk management.
5.01	Understand credit management.
5.02	Understand risk management and insurance.



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## DISCIPLINE POLICY

**For any student not adhering to classroom rules will apply:**

- 1st Offense: Verbal warning/conference with teacher  
2nd Offense: phone call home to parent/guardian  
3rd Offense: Office referral

### EXPECTATIONS:

Follow all school rules.

In addition, please adhere to the following rules for my classroom:

1. Eating and drinking are not allowed, except for water in a clear container.
2. Classwork handed out will be due before bell rings unless stated otherwise.
3. Late work will result with 10 points off per day after 3 days a 0 will be put for your grade.
4. Use the bathroom between classes. If you absolutely must go during our class period, please ask permission, take the bathroom pass, and go only to the White Hall bathrooms. When you return, place bathroom pass back on my desk. If the White Hall bathrooms are being cleaned, return to the class for a hall pass before proceeding to another bathroom.
5. Name and submit your work as directed. Some of your work will be submitted electronically through the class web page. Other work you will need to store on the student shared drive at school. Hard copy work submitted for grading should be placed in the drawer located on the teacher's desk. Work submitted electronically should be submitted with your **Last Name, First Name** and **Name of Assignment**. You will be given names for each assignment. The same names will be used to identify that assignment in the grade book.
6. Only view videos/listen to music with teacher instruction (NO downloading/streaming).
7. Instant messaging programs/games should NOT be downloaded onto school computers.
8. Do NOT remove or install any software to the CCS network or any CCS computer.
9. Cell phones are only allowed in class for educational purposes, students will be allowed to use any electronic devices during power hour only.

\_\_\_\_\_ Please initial here if your household **DOES NOT** have in the home. Special accommodations will be made for those students for any homework assignment/projects.

By signing below, I agree that I have carefully read and understand the course syllabus and classroom rules. I agree to abide by all of the policies and regulations. Please contact me if you have any questions. I look forward to meeting/seeing again parents/guardians and communicating with you through frequent progress reports, conferences and/or phone calls. Please feel free to let me know what I can do to help your student succeed in this course.

### Cell Phone and iPod Use

As stated in the 2014-2015 Student Handbook, students are **NOT** allowed the use of cell phones or any other electronic device during school hours (8:05-3:05) **EXCEPT** during Power Hour. These devices should be kept either in the student's car, their locker, or at home. Consequences to violations of this policy are as follows:

1st Offense	Confiscated and student may pick up at the end of the day.
2nd Offense	Confiscated and parent is required to pick it up.
3rd Offense	Confiscated, parent pick up required, and student will be suspended.



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Student Printed Name

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Parent/Guardian Printed Name

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Student Signature

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Parent/Guardian Signature

Date