**Bunn High School**

**Principles of Business and Finance**

**Instructor**: Mrs. Carolyn Faines **Phone**: (919) 496-3975 X-357

**Email**: carolynfaines@fcschools.net **Availability by phone:**

**7:30-8:00 a.m. or 2:30-3:00 p.m.**

**Course Description**

This course introduces students to topics related to business, finance, management, and marketing. We will cover business in the global economy, functions of business organizations and management, marketing basics, and significance of business financial and risk management with a strong focus on economics. English language arts, social studies, and mathematics are reinforced.

**Course Outline**

The course is divided into seven units:

1. Understand communication skills and customer relations. (12%).
2. Understand information management. (8%).
3. Understand professional development. (10%).
4. Understand business operations management (20%).
5. Understand economics (29%).
6. Understand financial analysis (10%).
7. Understand marketing and business management (11%).

Attached is the NC blueprint for this course, which includes individual lesson topics within each of these seven units.

**Communication**

Students and parents are encouraged to communicate with me any time there is a question or concern of any kind. I will do my part to contact you if I have any questions or concerns myself, so please make sure your contact information (both e-mail and phone number) in PowerSchool is accurate and kept up to date. I am generally available by phone before school (7:30-8:00 a.m.) or after school (2:30-3:00 p.m.). I will respond to all e-mails received by 2:30 p.m. on the same day; otherwise, the following day. Students are expected to participate in any scheduled parent/teacher conferences.

**Course Evaluation**

Grading for this course is based on the following:

*Formative Assessments (daily classwork and participation) 40%*

*Summative Assessments (quizzes, tests, projects) 60%*

Usually, the final evaluation for this course is a state end-of-course (EOC) exam which all students must take, and this exam counts for 20% of the student’s final course grade (each quarter counts for 40% of the final grade). How this will be affected by the COVID-19 Plan C implementation (and any subsequent implementations beyond the first 9 weeks) is uncertain at this time.

**Assignments**

**Warm-ups:** Completion of business communication, critical thinking, and/or lesson review exercises are required daily. These activities will be done at the start of class and generally take 5-10 minutes.

**Class Participation and Reinforcement Activities:** Following live instruction and group interaction of 30-45 minutes via Google Meet, students will spend an additional 30-45 minutes on independent work designed to reinforce the lesson content just presented. These activities serve as formative assessments to ensure the student understands the content and context of the instruction. It is most helpful to receive immediate feedback to allow for any further review or adjustments to subsequent lessons. These activities comprise 40% of the student’s grade for the first quarter. We will not return to the Meet once independent work has begun, but I will be on standby for calls and e-mails during the remainder of the class period.

**Quizzes, Tests, and Projects:** More in-depth activities, projects, and/or assignments will be provided every Friday as a summative assessment of the current week’s lessons. A review will precede completion of these assignments. These summative assessment activities comprise 60% of the student’s grade for the first quarter.

**Late Work Policy**:Students are expected to turn in all assignments during and immediately following scheduled class time when they are present. If additional time is needed, students may submit work within 48 hours of the day of instruction (though, again, it is much more helpful to complete and submit at once). At the end of the third day, the assignment link in Canvas will expire, and students will no longer be able to submit assignments. If you are unable to complete any assignment within three days, please let me know BEFORE the assignment link expires; once the assignment is closed, no further submissions will be accepted.

**Extra Credit**: Assignments will be posted occasionally in Canvas for extra credit. Extra credit assignments will be available only for a specified length of time (generally one week). There is no make-up period for extra credit assignments. Extra credit is not accepted in lieu of regular assignments; it is intended as reinforcement of work *already completed*. These activities will have the potential to increase a student’s summative score (quizzes, tests, projects).

**All state, county, and school policies are fully enforced**

**as set forth in the Student Handbook.**

**Please have a parent or guardian confirm receipt of this information**

**by e-mailing me:** [**carolynfaines@fcschools.net**](mailto:carolynfaines@fcschools.net) **[counts as first class participation score].**

**BF10 Principles of Business and Finance**

**Last Update: Summer 2017**

*Hours of Instruction: 135-180; Prerequisite: None*

|  |  |  |
| --- | --- | --- |
| **ES # Ind. #** | **Unit Titles/Essential Standards and Objective Statements (The Learner will be able to:)** | **Course Weight** |
|  | **Total Course Weight 🡺** | **100%** |
| **1.00** | **Understand communication skills and customer relations.** | **12%** |
| 1.01 | Apply verbal skills to obtain and convey information. (CO:053, QS LAP 29) (CO:084) (CO:061) (CO:114) |  |
| 1.02 | Record information to maintain and present a report of business activity. (CO:085) (CO:086) (CO:087) |  |
| 1.03 | Write internal and external business correspondence to convey and obtain information effectively. (CO:016) (CO:088) (CO:089) (CO:090) |  |
| 1.04 | Foster positive relationships with customers to enhance company image. (CR:003, CR LAP 1) |  |
| **2.00** | **Understand information management.** | **8%** |
| 2.01 | Use information literacy skills to increase workplace efficiency and effectiveness. (NF:077) (NF:078) (NF:079) (NF:079) (NF:080) (NF:081) |  |
| 2.02 | Acquire a foundational knowledge of information management to understand its nature and scope. (NF:110, NF LAP 3) |  |
| 2.03 | Utilize information-technology tools to management and perform work responsibilities. (SUPPLEMENTAL) |  |
| **3.00** | **Understand professional development.** | **10%** |
| 3.01 | Acquire self-development skills to enhance relationships and improve efficiency in the work environment. (PD:018; PD LAP 16, QS LAP 22) |  |
| 3.02 | Utilize critical-thinking skills to determine best options/outcomes. (PD:126) (PD:017; PD LAP 10, QS LAP 2) (PD:077; PD LAP 17, QS LAP 26) |  |
| 3.03 | Participate in career-planning to enhance job-success potential. (SUPPLEMENTAL) |  |
| 3.04 | Implement job-seeking seeking skills to obtain employment. (SUPPLEMENTAL) |  |
| 3.05 | Utilize career-advancement activities to enhance professional development. (SUPPLEMENTAL) |  |
| 4.00 | **Understand business operations management.** | **20%** |
| 4.01 | Adhere to health and safety regulations to support a safe work environment. (OP:004) (OP:005) |  |
| 4.02 | Implement purchasing activities to obtain business supplies, equipment and services. (OP:015, OP LAP 2) (OP:016) (OP:031) |  |
| 4.03 | Understand production’s role and function in business to recognize its need in an organization. (OP:017, OP LAP 4) |  |
| 4.04 | Implement safety procedures to minimize loss. (SUPPLEMENTAL) |  |
|  | Implement security policies/procedures to minimize chance for loss. (SUPPLEMENTAL) |  |
| **5.00** | **Understand economics.** | **29%** |
| 5.01 | Understand fundamental economic concepts to obtain a foundation for employment in business. (EC:003, EC LAP 14) (EC:001, EC LAP 6) (EC:004, EC LAP 13) (EC:005, EC LAP 11) (EC:006, EC LAP 12) |  |
| 5.02 | Understand economic systems to be able to recognize the environments in which businesses function. (EC:007, EC LAP 17) (EC:009, EC LAP 15) (EC:010, EC LAP 2) (EC:011, EC LAP 3) (EC:012, EC LAP 8) |  |
| 5.03 | Understand the nature of business to show its contributions to society. (EC:070, EC LAP 20) (EC:071, EC LAP 19) (EC:103, EC LAP 23) (EC:104, EC LAP 22) (EC:105, EC LAP 26) (EC:106, EC LAP 21) (EC:107, EC LAP 25) |  |
| 5.04 | Acquire knowledge of the impact of government on business activities to make informed economic decisions. (EC:008, EC LAP 16) |  |
| 5.05 | Analyze cost/profit relationships to guide business decision making. (EC:013, EC LAP 18) |  |
| **6.00** | **Understand financial analysis.** | **10%** |
| 6.01 | Acquire a foundational knowledge of accounting to understand its nature and scope. (FI:085, FI LAP 5) |  |
| 6.02 | Acquire a foundational knowledge of finance to understand its nature and scope. (FI:354, FI LAP 7) |  |
| **7.00** | **Understand marketing and business management.** | **11%** |
| 7.01 | Understand marketing’s role and function in business to facilitate economic exchanges with customers. (MK:001, MK LAP 4) |  |
| 7.02 | Apply knowledge of business ownership to establish and continue business operations. (BL:003, BL LAP 1) |  |
| 7.03 | Recognize management’s role to understand its contribution to business success. (SM:001, SM LAP 3) |  |
| 7.04 | Understand the role and function of human resources management to obtain a foundational understanding of its nature and scope. (SUPPLEMENTAL) |  |
| 7.05 | Understand operations’ role and function in business to value its contributions to company. (SUPPLEMENTAL) |  |
|  |  |  |
|  | Lessons marked “SUPPLEMENTAL” are enrichment activities provided by the state and add great value to the overall course content. However, since it’s unknown the pace we will be able to maintain through online means, not all may be accomplished before the semester ends.  Contact [BusinessandITEducation@dpi.nc.gov](mailto:BusinessandITEducation@dpi.nc.gov) for more information. |  |
|  | Most Current Version: Summer 2017 |  |