**Business & Personal Finance Syllabus & Expectations**

Schools rules in the Student Handbook apply *at all times*. Below is a list of expectations for Graphic Arts Design.

# Course Objective

The main objective for Business and Personal Finance is for students to continue to understand the roles of business as well as sound personal finance decision-making.

**At the end of the semester, the students will be able to:**

* Recognize the steps in the consumer decision making process
* Describe the seven functions of marketing
* Understand technology applications to use for business
* Manage financial records for a business
* Plan and manage business operations
* Apply budgeting techniques
* Invest in stocks
* Balance a checkbook
* Discuss credit fundamentals
* Identify the different types of insurances available to consumers

# Student Expectations

* Effort: Be respectful of others in the classroom, contribute to classroom discussions, volunteer answers to questions asked, use equipment in an appropriate manner, stay in seat until bell rings, not be on the Internet unless directed to do so

# Attendance: Prompt and regular attendance

* Preparedness: Come to class with materials, supplies, equipment, stay on task, follow directions, organizes and cleans up work station
* Other: Passes, assignments, DO NOT BRING - book bags, food, drink, gum, hats, makeup, etc. to class

# Homework

This class will involve many projects and presentations; also there will be minimal note taking and a great deal of online work looking at the trends in the sports and entertainment world. The class will also include many class debates and discussion. Students will be given class time to complete these assignments. Students will be responsible for work not finished in the class. If there are any problems or concerns with any assignment please contact me after class, through email or by telephone.

* I only accept assignments up to **one** day late and take off 20%. Any assignment handed in two days late will be a zero in my grade book.
* If you are absent on the day a large project is due you are still responsible to have it in on time.
* If you know you will be absent, you may ask for work one week in advance.

**Daily Quizzes**

At the beginning of almost every class, we will take a short 2 or 3 question quiz. The quiz will contain questions that are asked about what was covered in the previous class time. These quizzes are used to test understanding of the previously covered material.

**Tests/Quizzes**

There will be a test/quiz after each chapter for this class. There also will be a final.

**Projects**

There will projects due for each chapter this semester.