

# Course Syllabus

## Business Math

### Course Description:

The basic math and economic skills needed to function in a business setting are presented with the intent of providing students a practical math course for use in their daily lives. The American free-enterprise system is portrayed in a positive light throughout the curriculum. The study about basic finances, banking, and bookkeeping provides an excellent preparation for those who plan careers in business.

More specifically, students will create basic financial reports and perform many common calculations that reflect the health of a business. All forms of income, banking records, and investment opportunities will be explored. Students will learn about income taxes and generate multiple tax returns. The year will end with students creating a basic business plan. This excellent real-world math course uses business-related topics to demonstrate how math is needed for all business and personal finance decisions.

### Content/Topics of Study:

Unit 1	Stewardship
Unit 2	Managing Your Business
Unit 3	Investment
Unit 4	Income & Taxes
Unit 5	Banking
Final Project	Business Plan

### Listening:

Students are expected to attend and actively listen to teacher and classmates two 50 minutes sessions.

### Writing:

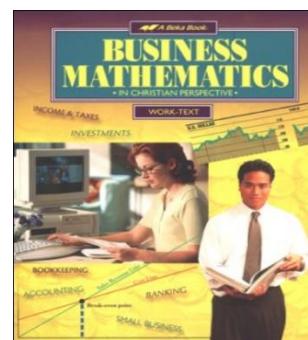
Students are expected to demonstrate appropriate usage and mechanics of grammar and sentence structure with all writings. There is a regular vocabulary assignment that will require you to hand-write in cursive.

### Research:

Students will research on their own for various questions throughout the year. Online information and parents' real-life knowledge will be excellent resources for such tasks.

### Texts:

A Beka Book, *Business Mathematics*. Work-Text.



## **Grading:**

General Assignments (answers)	35%
General Assignments (written work)	25%
Other Assignments	10%
Weekly Quizzes	15%
Tests	15%
<b>TOTAL</b>	<b>100%</b>

The lowest three scores will be dropped each semester. The teacher spreads out the dropped grades throughout the various categories. Some categories will not have a dropped grade, even if it is the lowest.

## **Attendance/Participation:**

Classroom discussion and instruction will prove invaluable to your understanding on the current lesson. We will share ideas on how the math concepts relate to real-world situations, and solve problems together. Attendance to both weekly class sessions is expected. If an absence is expected or occurred, a parent needs to promptly email the teacher an explanation.

**Q. During a live-class session, what does “participation” mean?**

- A.** Students respond verbally when called upon, answer poll questions, solve problems on the board, post Q & A or Chat messages, etc.

**Q. What happens when a student doesn’t participate (respond when called on)?**

- A.** They will be removed from that live-class session. The student logs back-in, types in a quick Q & A note to the teacher, then proceeds to participate. Additional removals will result in parent/teacher communications.

## **Expectations:**

**1. Assignment Sheets:** You must read the Assignment Sheet at the start of every week. It will list what is due and when. Specific instructions will be stated in the Canvas assignment link.

**2. Class Etiquette:** You must be respectful of other people. Everyone must feel free to participate and learn. Do not mock or give negative feedback on someone’s answers/responses unless it is constructive/helpful.

**3. Submitting Assignments:** You MUST submit your assignments through Canvas. Assignments cannot be accepted via email. Some of the written assignments need to be in cursive. All scanned pages need to be merged and saved as one pdf file.

**4. Preparation:** You MUST come to class ready to share. This means you need a working headset/microphone, textbook, note paper, and a readiness to participate when called on.

**5. Grades:** All grades will appear in your Business Math grade book in Canvas. Pictured icons indicate you have completed the assignment and it is waiting to be graded. All scores that are less than a 100% will have feedback in either an overall instructor comment, corrections/comments directly written on the submitted pdf, comment inside the grading rubric, or a comment listed below a specific question(s) within the quiz.

**6. Due Dates:** All due dates are listed on the Assignment Sheets located in the Announcements section. There are two dates you need to be aware of: the due date and the close date. You must complete the assignment before the DUE date. All late or missing assignments will receive a zero. If an assignment is open (meaning: no close date is posted) then only students, whose parents have cleared an extension with the teacher, can go past the due date. **Late assignments will not be graded** unless an extension has been granted. All quizzes will close on their due dates, and will only be reopened for approved extensions.