Business Math Capital City High School C. Phoenix room 218

I. What skills do I need to bring to Business Math to be successful in the class?

A student entering Business Math will be expected to have the following skills:

* Add, subtract, multiply, and divide real numbers with a four-function calculator.
* Round numbers to the hundredths place.

Furthermore, the student seeking success in Business Math will need to have:

* A commitment to completing daily assignments (most assignments can be completed in class).
* A willingness to seek extra help as needed.
* A desire and commitment to be prepared for quizzes and tests.

II. Course Description:

Business Math is a course where students will learn the mathematics needed to manage money. Basic math skills and formulas will take students through step-by-step processes addressing wages, taxes, banking, recordkeeping, cash and credit cards, loans, housing, purchasing a vehicle, and insurance. Each unit includes a project that allows students to demonstrate their understanding of the concepts presented. This is not a college preparatory course. Pre-Requisite: Must be a junior or senior and either concurrently enrolled in Geometry or have 2 math credits.

III. Course Scope and Sequence:

* Income
* Paycheck Deductions and Withholdings
* Recordkeeping & Bank Statements
* Charge Accounts, Credit Cards, & Loans
* Vehicle Transportation
* Housing Costs

IV. Course Materials: Students should provide and bring with them daily:

* Required Handouts
* Pencil with eraser
* charged Chromebook

V. Technology Statement:

Technology use in this class is limited to Chromebook for school purpose and calculators. Cell phones are not allowed during this class. Cell phones should remain in the students backpack at all times while in the classroom. Using your Chromebook for non-instructional use is a distraction for you during notes and homework time. There is absolutely no use of electronics other than calculators. Be respectful, remain off your phone and use your Chromebook for the purpose we are using it.

VI. Term Grade Composition: (District Grading Scale is adhered to)

Semester Grade:

**Scale:** 93-100 A 80-82 B- 67-69 D+

90-92 A- 77-79 C+ 63-66 D

87-89 B+ 73-76 C 60-62 D-

83-86 B 70-72 C- 0-59 F

* 30% Homework/Quizzes
* 60% Test/Projects
* 10% Cumulative Exam

VII. Course Policies:

* All district and/or school policies are enforced (tardies/absences/behavior/academic dishonesty…).
* Absences: Daily attendance is a necessity. If you have an excused absence, you are expected to get all materials, notes\*, and assignments you may have missed. You will have one day for every day of excused absence to submit the make-up assignments. If absent on the day of a test, the student should plan to take that test upon returning to school without delay. Arrangements should be made with me with respect to scheduling to complete the missed test. Tests must be made up within 1 week of original test date.
* Academic Dishonesty: Academic dishonesty is taken seriously. If academic dishonesty occurs, the learner will earn a zero. Parents and principal will also be contacted.
* Homework & Quizzes: Completing assignments is essential to success in Business Math. Homework will be graded every Friday. There will be a quiz given most Fridays. Assignments and quizzes compose 30% of the learner’s grade.
* Tests: Students must prepare properly for unit summative exams by reviewing past homework assignments, quizzes, and any provided review sheets. Summative assessments (unit tests) compose 60% of the learner’s overall grade and term tests will compose 10% of the learner’s grade.

VIII. Course Procedures:

* Course notes, video lessons, and assignments are available on Google Classroom. If a student is absent, it is their responsibility to get completed notes.
* Students will sit in their assigned seat at all times.

IX. Contact Information:

* Teacher contact information:

Email: [caitlin.phoenix@jcschools.us](mailto:sally.lowery@jcschools.us) (best way to contact)

School: 573-659-3286 (main office)