

# **Business Finance**

**(Optional Dual Credit)**

## **Course Syllabus**

### **Course Description:**

Students will focus on a business' financial behavior; examine the financial side of running a business, keeping records, investing, protecting against loss, obtaining credit, and making strategic decisions.

### **Textbook:**

- Business Mathematics 10th edition by Cleaves and Hobbs

### **Software:**

- Excel

### **Required Materials:**

- Notebook
- Folder
- **PENCIL**
- Calculator
- Required assignments

### **Course Objectives:**

- To develop an understanding of numbers.
- Demonstrate appropriate pricing methods.
- Demonstrate methods and procedures for effective control and utilization of interest and credit charges.
- Explain and calculate taxes.
- Identify factors to be considered in business finance.

### **Attendance Policy:**

- Attendance is necessary to achieve the objectives of this course; therefore students are expected to attend class on a regular basis and are expected to be **punctual**.
- When absent, arrange for make-up work as soon as possible.

### **Grading Policy:**

- All assignments must be completed and **turned in by the date designated by the instructor.** **Digital assignments will automatically close** on the due date and will no longer be accessible.
- Absolutely NO CHEATING will be tolerated.
- Your grade will be based on total points accumulated from all work (tests, quizzes, homework, projects, group work, and class work).
- The grading scale outlined in the Minot North High School Student Handbook will be followed.

### **Classroom Management:**

- 1) Be in your assigned seat when the bell rings.
- 2) Bring all books and materials to class.
- 3) No offensive language.
- 4) **No food or drinks in the computer lab.**
- 5) **Respect** others and their property and school property.
- 6) **No Cell phones** allowed in class! Any devices will be off and stored **in the student's locker or backpack for the duration of class.**

### **Technology Policy:**

- *Responsible Use Policy* in the Minot High School Student Handbook will be followed.

### **Consequences:**

- Rule #1 - Three Unexcused tardies equal detention.
- Rule #2-6:
  - Verbal warning
  - Conference with student
  - Detention/Contact Parents
  - Severe Violation: Immediately sent to the principal for rude, loud, obscene or disrespectful behavior toward a teacher, aide or fellow student.
  - **Cell phones** used during class **will be turned in to the teacher** for the duration of the class period.
    - Additional violations will result in **phones being turned in to the school office.**

### **Contact Information:**

- I can be reached before and after school by calling Minot North High School
- E-mail: terry.vanberkom@minot.k12.nd.us

Minot North High School  
Mrs. Van Berkom  
E-mail: terry.vanberkom@minot.k12.nd.us

**PARENT/STUDENT AGREEMENT**  
**COURSE SYLLABUS**  
**Business Finance**

*Signatures indicate receipt of Course Syllabus as well as **understanding and agreement with the information provided.***

Student Name (Print)

---

First Name

Last Name

---

Student Signature

Date

---

Parent/Guardian Signature

Date

**Please return this form, completed, and signed to the instructor.** The Course Syllabus is for your records.