



Principles of Business & Finance

Onslow Virtual K-12
School
Ms. Joanne Caratelli



Welcome to Principles of Business & Finance

Why do I want to take Principles of Business & Finance?

- Principles of Business & Finance is a great class for all students, and one to be sure to take if you plan to pursue a college degree in any area of business – Marketing, Accounting, Entrepreneurship, etc.
- You will find that this class allows you to acquire a really solid understanding of the role of business in our society, how marketing strategies and technology integration are key to a successful business, and how financial planning, the use of credit and risk management are essential elements of business.



FREQUENTLY ASKED QUESTIONS

1

What textbook will be used?

We do not use a specific textbook for this class. You will be provided handouts or step by step instructions for your projects and assignments.

All assignments will be available to you in Microsoft Teams, part of the Microsoft Office 365 accounts students have been provided. Students will, therefore, be able to access class materials anywhere they have internet access. Assignments will be submitted to me via Teams as well.

2

Do I need a notebook?

No – all work will be done on a computer and store in your Microsoft One Drive. I will walk you through the process of saving and uploading to your One Drive, and we will discuss ways to keep all of your course materials organized.

3

What do I need then?

You will use your OCS issued laptop computer to complete all of our work. You may want to consider adding on a **mouse** – either wired or wireless, to make life easier. You may also want to consider using **headphones with a built-in microphone** for our class. They help block out the distractions you are bound to encounter when working from home.

CURRICULUM

1.00 Understand communication skills and customer relations.

1.01 Apply verbal skills to obtain and convey information.

1.02 Record information to maintain and present a report of business activity.

1.03 Write internal & external business correspondence to convey & obtain information effectively.

1.04 Foster positive relationships with customers to enhance company image.

2.00 Understand information management.

2.01 Use information literacy skills to increase workplace efficiency and effectiveness.

2.02 Acquire a foundational knowledge of information management to understand its nature and scope.

3.00 Understand professional development.

3.01 Acquire self-development skills to enhance relationships and improve efficiency in the work environment.

3.02 Utilize critical-thinking skills to determine best options/outcomes.

3.03 Participate in career-planning to enhance job-success potential

4.00 Understand business operations management

4.01 Adhere to health and safety regulations to support a safe work environment

4.02 Implement purchasing activities to obtain business supplies, equipment and services.

4.03 Understand production's role and function in business to recognize its need in an organization.

5.00 Understand economics.

5.01 Understand fundamental economic concepts to obtain a foundation for employment in business.

5.02 Understand economic systems to be able to recognize the environments in which businesses function.

5.03 Understand the nature of business to show its contributions to society.

5.04 Acquire knowledge of the impact of government on business activities to make informed economic decisions

5.05 Analyze cost/profit relationships to guide business decision making.

6.00 Understand financial analysis.

6.01 Acquire a foundational knowledge of accounting to understand its nature and scope.

6.02 Acquire a foundational knowledge of finance to understand its nature and scope.

7.00 Understand marketing and business management.

7.01 Understand marketing's role and function in business to facilitate economic exchanges with customers.

7.02 Apply knowledge of business ownership to establish and continue business operations.

7.03 Recognize management's role to understand its contribution to business success



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