# **Foundations of Investing & Finance Syllabus**

Mrs. Johnson - Room 115

Email: Johnson.Dorothy.L@muscogee.k12.ga.us

***Georgia Performance Standards:***

1. Demonstrate employability skills required by business and industry.
2. Investigate the financial terms and concepts involved in the banking industry.
3. Identify the characteristics and necessary choices associated with the establishment of personal financial goals.
4. Evaluate and investigate the industry of financial services.
5. Connect accounting procedures to real world experiences.
6. Apply the concepts of free enterprise to the operations of a company.
7. Explore the changing trends in the use of technology in finance, accounting, and banking (FinTech).
8. Examine how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, and competitive events.

***What software/sites will you be using to cover the standards?***

* Microsoft Windows – for accessing the Internet and other software programs
* Microsoft Word 2013 – for word processing and simple desktop publishing
* Microsoft Excel 2013 – for spreadsheets
* Microsoft PowerPoint 2016 – for slideshow presentations
* Microsoft Publisher 2016 – for professional quality publications
* Photos – for multimedia presentations

***How will you be graded?***

Your daily work will all be averaged to count **35%** of your grade. (Formative)

Tests/evaluations/large projects will be averaged to count **65%** of your grade. (Summative)

**Let’s Have a Great Semester!**

**Logins, etc. to use in this class:**

**Computer Login:** Username: your GTID #

 Password: mcXXXXXX (your birthdate)

**Canvas Login:** mcsd.instructure.com (the website)

 Username: your GTID #

 Password: mcXXXXXX (your birthdate)

**Infinite Campus Login:** campus.muscogee.k12.ga.us (the website)

Username: your GTID #

 Password: mcXXXXXX (your birthdate)

**Your School Email:** your GTID #@mcsdgas.com and regular password

**Saving to your One Drive (Cloud, Office 365):**

FILE, SAVE AS, ONE DRIVE MUSCOGEE COUNTY, ONE DRIVE or DOCUMENTS.

Give it an appropriate file name and click SAVE.

**Opening up a file from your One Drive:**

FILE, OPEN, ONE DRIVE MUSCOGEE COUNTY, ONE DRIVE or DOCUMENTS.

Find the file you need, select it and click OPEN.

**Sending your work to me through Canvas:**

Log on to Canvas.

Click on our Class.

You should be on the ASSIGNMENTS page.

Find the assignment and click on it.

SUBMIT ASSIGNMENT

Click OFFICE 365. You may be asked to log on the first time. It’ll ask for your email address.

If may then ask you to log in again. Put in your GTID # and regular password.

Click on the box on the left of the assignment you’re sending.

Click ATTACH.

Click SUBMIT ASSIGNMENT. You should see “Submitted” and a check mark.

**AT HOME – looking for assignments, working on them, etc.**

muscogee.k12.ga.us

Click on FAMILIES & STUDENTS

You’ll probably be prompted to log on for the first time. Use your email above and password and/or your username and password to access your files.

Click on OFFICE 365. Here’s where you’ll find your Word, Excel, PowerPoint, etc. documents and your Outlook (email).