



Coach Sweatman's Syllabus
Principles of Business Marketing & Finance (PBMF)
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Procedures and Routines to Make Your Life Easier!



Procedure- a set of established rules for conducting oneself

Routine- a course of action done automatically *without* prompting or supervision

ROUTINE: Entering the Classroom -

1. Enter the classroom with a good attitude, grab any handouts/needed supplies and head to your seat.
2. Sign in to Google Classroom to begin:
 - a. Check to see if any assignments are DUE.
 - b. Write down HMWK in a 1" binder/notebook.
 - c. Begin 1st activity.

Course Description:

In Principles of Business, Marketing, and Finance (PBMF), students gain knowledge and skills in economies and private enterprise systems, the impact of global business, the marketing of goods and services, advertising, and product pricing. Students analyze the sales process and financial management principles. This course allows students to reinforce, apply, and transfer academic knowledge and skills to a variety of interesting and relevant activities, problems, and settings in business, marketing, and finance.

Supplies-

1. Pen or pencil
2. Paper
3. 1" Binder

Internet Agreement-

In this class, we will use the internet frequently to work on, research and complete daily assignments. Please be sure you have an Internet User Agreement form on file. (This form came with your student enrollment packet.) The agreement gives parental permission to access the Internet, and also explains that a student will lose their Internet access if he/she abuses the privilege.

If You Are Tardy-

Walk in quietly, put your things down and catch up – do not distract those who were here on time. There are penalties for excessive tardiness.

Assignments after an Absence-

Completing your missed assignments after an absence is **YOUR** responsibility. The assignment that you missed will be posted on our Google Classroom. If you do not understand the assignment, it is your responsibility to seek help during tutorials (mornings 8-8:30). Students are allowed one class per day missed before being considered missing. When grades are posted for each assignment, a "M" for missing will go into the gradebook and count as a 0 until turned in per grading guidelines.

Electronic Devices in Class –

CELL PHONES CANNOT BE SEEN OR HEARD ON CAMPUS with the exception of before or after school. **In this class (unless notified by Coach), your phone will be saving its precious battery, powered OFF in your bag, no exceptions! This goes for headphones as well - keep in your bag!**

Emergency Drill-

Very promptly, you will line up at the door. We will go in a quiet, orderly fashion to our designated area. **Be mature, you never know when it could be the real thing.**

Visitors in the Classroom-

At any given time we may have visitors such as a guest speaker, principal or parents in the classroom. You are always expected to maintain excellent behavior, welcome visitors.

Substitute Teacher-

You will give the same respect to a substitute teacher that you would give Coach Sweatman. Behavioral infractions when a substitute teacher is present will not be tolerated, any negative mention of your name in the substitute's notes will be investigated immediately upon my return.

Staying Caught Up on Business topics-

Tutorials: I teach out of 5 classrooms but will be available between 8:00 until 8:30 every day - please email so that we can find a place to meet.

Web Help: All study guides, PowerPoints, notes, assignments and videos are posted on our Google Classroom.

Google Classroom: In addition to daily agenda and class copies, google classroom will be our primary way of interaction during and after class. Turn on notifications for Google Classroom and use the code below to join our classroom.

2nd: 77di6zl 5th: 65ovpmx 7th: c5arjac

Academic Integrity-

Each student in this course is expected to abide by the Boerne ISD Code of Conduct and Student Handbook with regard to Academic Integrity. Any work submitted by a student in this course for academic credit will be the student's own work unless otherwise specifically directed by the teacher. Plagiarism will not be tolerated.

Grading Policy:

Major Grades 50 % (Projects and Exams)

Minor Grades 50% (daily work)

Late Work: 10 pts off for each class period that it is late



****After 3 week grading period ends (progress reports and report cards) = Zero****

Test Retakes-

Test retakes for any grade under 70 are available one time per test. The maximum grade of 70 applies and the student must present their own completed study guide showing an attempt to prepare before test retakes can begin. Tutorials are a great time and place to work with your teacher to finish study guides and prepare for retake.

- **Student and Parents/Guardians – please read the information contained in this packet.**
- **Sign the acknowledgment form to indicate you have *read and agree* to guidelines.**
 - **Please return the signature page next class.**
 - **Email Jason.sweatman@boerneisd.net with any questions.**

General Classroom Standards

1. **BE ON TIME** when the tardy bell rings and sit in your assigned seat. If you are tardy, report immediately to the attendance office for a tardy slip. *Because I float, someday you may beat me to class, begin as if I was there!*
 2. Stay **ON TASK** the entire class period and bring all supplies necessary to class.
 3. You are not allowed at any time to play computer games. **If projects and assignments are complete:** students may read a book, work on other school assignments, use the internet, and practice other software applications.
 4. Save your batteries. Turn your **phone OFF** during class and keep in bag. (Ditto for headphones/watches)
 5. You **MUST WEAR your ID** on your lanyard around your neck - NO exceptions.
 6. Drinks and food are not permitted in the computer lab.
 7. You are responsible for **keeping your work area clean**. At the end of the class period, be sure to return books to the appropriate place, log off the computer and push the chairs under the desk when dismissed by the teacher. Respect the personal space of others.
 8. Do not move any equipment or furniture or intentionally damage anything in the classroom. Every computer station has a number that corresponds to its CPU and hardware. CPUs should remain stationary to avoid disconnection of the power cord or detachment from the network. Also, do not sit on computer tables or lean back in your chair—it is dangerous. **PLEASE AND THANK YOU.**
 9. Please do not write in textbooks, on computers, tables, each other, etc. (Doodle in your binder)
 10. FOLLOW ALL INTERNET RULES CAREFULLY!
 11. Do not load any outside programs (from CD, Internet, or USB devices).
 12. It is imperative to attend class daily. You miss “hands-on” activities and lessons if you are absent. This is not the type of class where you can simply take the book home and complete the make-up work.
 13. No restroom breaks the *first* or *last* 10 minutes of class.
 14. Follow our 5 CORE VALUES: Integrity, Process, Attitude, Responsibility, Relationships
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Student Print name _____

Date _____

Student Signature _____

Parent Print name _____

Parent Signature _____