******Syllabus**  
Principles of Business, Marketing & Finance, Grades 9-12

Dickinson High School  
2018 – 2019

**Teacher: Ms. Gwendolyn Bradley, MBA**

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**Phone: 281-229-6473 Room:A-107**

**About the Teacher**

This is my fifth year at Dickinson High School, and I have over 20 years of experience in the Business/Accounting/Finance areas. I have an Associate of Business Administration degree from College of the Mainland, a Bachelor of Science in Accounting from the University of Houston-Clear Lake, as well as a Master of Business Administration from University of Texas at Arlington. I am certified in Business Education (Grades 6-12). I graduated from DHS and I am excited to be a gator again! I am proud to teach in the community I live in. I am looking forward to getting to know each and every one of you. Go Gators!!!

**Course Description**

In Principles of Business, Marketing & Finance, students gain knowledge and skills in economies and private enterprise systems, the impact of global business, 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.

**Materials Needed**

* 1 composition notebook (required)
* 1 pocket folder
* Pencils & Pens
* Calculator (optional)

It is the students’ responsibility to bring writing utensils and paper to class every day. While it is not required, it is recommended that the student keep all notes and assignments in a 3-ring binder or pocket folder.

**Grading System**

Summative: Tests & Projects – 50%

Formative: Daily Assignments – 50%

Students may retake a test within ONE WEEK of receiving a failing grade (below 70). The recorded grade will be the average of the two tests. Retakes will be during afternoon tutorial sessions only and must be scheduled in advance by the teacher.

**Daily work:** assigned and discussed/corrected in class. Students are expected to make corrections to errors so that they can gain a clear understanding of the concepts presented. The daily work grade is based upon the amount of work correctly completed. Merely copying the answers or failing to turn in the assignment will result in a score of zero.

**Late Work:** It is expected that tests and daily work will be completed in class on the day it is due. Late assignments will be accepted at a reduction of 10% per day late. If an assignment is submitted after the 6-week grade period in which it was due no credit will be given. It is the student’s responsibility to see me for make-up work/test due to an absence.

* 1 day late – 10 points off (maximum score of 90)
* 2 days late – 20 point off (maximum score of 80)
* 3 days late – 30 point off (maximum score of 70)
* 4 or more days late – 50 points off

NOTE: If a student has an excused absence, they have 1 day for every day of class that was missed to turn in the missing assignment/homework. If a test is missed due to an excused absence, the student has 3 days to take the test. Make-up tests will be administered during afternoon tutorial sessions only and must be scheduled in advance with the teacher.

**Extra Credit:** earned by successfully completing an extra credit or bonus problem on a daily work assignment or a test when applicable. Extra credit will not be given to “bring up” failing grades.

**An Honest Grade for Honest Work:** Copying another person’s work is not the path to success. Students who attempt to deceive will be swiftly reported to their parents.

**Class Expectations**

1. Be in your assigned seat when the bell rings.
2. Be working on the bell ringer activity of the day.
3. Follow the 5 P’s (Classroom Rules):
   1. Be prompt (i.e. be on time **every** day AND in your seat).
   2. Be in class, prepared and ready to learn.
   3. Be polite and respect others.
   4. Be positive… A positive attitude makes your day brighter. ☺
   5. Be productive. Listen carefully, follow directions and do your work.
4. To quiet down and give Ms. Bradley your attention within 5 seconds when she raises her hand.
5. Keep your hands and feet to yourself.
6. No cheating of any kind. Cheating will result in a zero on the assignment/test, an office referral and a parent contact.
7. No inappropriate use of the Internet. Every keystroke is logged and monitored. If you are caught using the computer in an improper way (i.e downloading games, music, viewing inappropriate internet sites, using chat sites, messenger, etc.) will lose all use of the computer in my classroom.
8. No tampering with computer hardware. If you are caught you will have detention and lose all use of the computers in my classroom. If we work together we can have computers to use for the entire semester.
9. Profanity is strictly prohibited and will be subjected to disciplinary action.
10. Keep **ALL Personal Electronics** put away. Cell phone use is prohibited. Cell phones and other electronic devices **must be turned off AND in the cell phone holder** when the tardy bell rings. This includes students in the hallway. Students found using a cell phone in the hallway after the tardy bell rings will be referred to a disciplinary action and the cell phone will be confiscated.
11. No headphones and/or earbuds. Headphones will be provided when required for class work.
12. Most importantly…ASK questions! There is no such thing as a dumb question. If you don’t understand, ASK!
13. At the end of the period, clean up your workstation, pick up trash, put books away neatly and push in your chair. Remember, the bell does not dismiss you, I do. Please wait for me to dismiss the class.
14. Attendance is very important, as the majority of your work will be done in class.
15. All students will “stand” for the Pledge.
16. Follow all school rules and CHAMPS expectations. A copy of the CHAMPS expectations will be displayed in the classroom for each activity. Each student will be provided a hard copy as well.
17. Additional expectations as discussed in class.

**Conference**

My conference time is during 3rd period, Monday – Friday 9:10am – 10:00am; except Wednesday 9:00 am – 9:45am. Please email or call my direct line to schedule a conference. I will respond within 24 hours.

**Tutorials**

For students needing additional help, tutorials will be held in my classroom on Tuesdays and Thursdays from 2:30-3:15pm (**\*subject to change)**. Additional days available upon advance request. Students that currently have a failing average are encouraged to attend tutorials each week.

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(Please detach on line and return only the bottom portion to the teacher by Monday, August 27, 2018)

**By signing below I agree that I have thoroughly reviewed the syllabus for Ms. Bradley’s Principles of Business, Marketing & Finance class and understand the expectations, rules, and class procedures.**

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Student Name Student Signature Date

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Parent’s/Guardian’s Name Parent’s/Guardian’s Signature Date

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Parent/Guardian Email Address Parent/Guardian Cell Phone