Ms. Sierra Roberts

Now you can upload your resume directly to [**Monster**](http://www.monster.com/) **using Word 2007!**

1. [Install Monster’s Easy Submit](http://www.monster.com/MonsterResumeEasySubmit/Install/) add-in by clicking the “Install” icon on the menu ribbon.
2. Once installation is complete, **restart Word.**
3. Click on the “Upload” icon to upload your resume to Monster.

For any issues or questions, please visit the [Easy Submit installation support page](http://r.office.microsoft.com/r/rlidEasySubmitHelp?clid=en-US).

**To close this reminder, click the border and then press DELETE.**

⚫ 536-0053 X5333 ⚫ Email address: sroberts@ejps.org

**Course Name**: BAMO 1

**Office Hours**: Monday-Thursday: 8:05-9:08

Course Description

BAMO 1 (formerly BMT 2) students will use and expand the knowledge and skills gained in BMT to focus on planning, organizing, directing and implementing the functions of contemporary businesses and organizations. Projects that integrate software applications and focus specifically on real-world business situations will be the emphasis. Students will continue to develop career skills through guest speakers, interviewing skills, and the development of a portfolio. Business skills and development, project planning, and a focus on business careers will be incorporated throughout the course. This is a performance-based course and is graded as such.

**(Prerequisite – successful completion of BMT)**

**\*\*This course qualifies for Direct Credit with Baker College for 10th-12th graders with a C+ or higher\*\***

Course Content

**Daily Work**

Students are expected to log in and begin working on assignments when they enter class, unless otherwise directed. While mostly a self-paced course, students must accomplish certain tasks with a satisfactory or higher rating by certain dates to pass the class. There will rarely be homework for students to take home, but additional time in the lab or classroom before/after school or during lunch may be necessary to keep up. Work will be accepted until a certain cut-off date.

**Attendance/Productivity**

Attendance is important for this class as well as on the job. People rely on you and you need to be present to fulfill your obligations. Also, being late for work (i.e., class) is frowned upon by employers. If you are tardy for class you will lose points. In addition, every three tardies will result in a lunch detention.

Employers expect employees to be on task during their entire work shift. Students will be expected to be working and on task from bell to bell.

**Collaboration vs. Cheating**

Peer collaboration is often encouraged in this class because the ability to work effectively with others is the key to success in the workforce. However, appropriate collaboration is very different than cheating. **Academic dishonesty (cheating) will not be tolerated.** Academic dishonesty on any assignment, project, quiz, test, exam, etc. will result in a zero for all parties involved. The zero will apply regardless of the weight and/or impact on the student’s overall grade. The application of any/all consequences set forth in the student handbook will also apply.

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Supplies Needed/Course Fees

* Pen and/or pencil
* 2-pocket folder or other storage binder
* Active e-mail account
* (Optional but helpful) Electronic storage device – jump drive

Grading Procedures

Marking Period Grades will be calculated as follows:

10% Employability

20% Quiz

35% Project

35% Homework

Semester/Final Grades will be calculated as follows:

40% Marking Period 1

40% Marking Period 2

20% Exam

Check your grades on Power School. Please make sure that your records match mine.

Course Expectations

Students are expected to:

* Be on time and prepared for class.
* Respect classroom, school and individual property.
* Take responsibility for their actions.
* Follow the Acceptable Use Policy at all times.
* Follow the Student Handbook at all times.

**Parents’ Role**

Parents can play a crucial role in the academic success of their children. By setting high academic expectations, you send a clear message about the importance of academic achievement. East Jordan Public Schools utilize ***PowerSchool.*** PowerSchool is a data management system used for grading, attendance, and state reporting. Parents have access to PowerSchool which allows them to monitor student progress. Parents can sign in and check progress at any time or set the program to send email alerts at designated intervals. Log-in information will be supplied to parents in the second week of September. If you don’t have reliable internet access and would prefer to speak with a teacher, you can do so by calling them during their office hours. When teachers and parents work together, students get a clear message about expectations. We look forward to a successful partnership!

**BAMO 1**

**Assignment #1**

This is the first graded assignment, please have your parents read the entire syllabus, then sign and return this form.  The syllabus has already been presented in class by Ms. Roberts and it is the student’s responsibility to present it to their parent or guardian.  This is due no later than **Monday, September 9th** for credit.

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| Student Name (Please Print) |  | Date |
|  |  |  |
| Parent Signature |  | Date |
|  |  |  |
| Parent Signature |  | Date |

**By signing this form, you have read and understand the class syllabus and the classroom procedures.**