**East Jordan High School**

**BAMO 2**

**Course Syllabus**

**Ms. Roberts**

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 (Prerequisite – successful completion of BMT II (BAMO 1))

\*\*Possibility to become certified in Microsoft Office programs\*\*

Advanced BMT students will continue to expand their knowledge and skills in the business and technology areas. The content from BMT II will be used and expanded to include high levels of technology achievement linked with industry-based certifications such as Microsoft Office Specialist certification. The concepts of business law, ethics, and international business will be introduced and studied. This is a performance-based course and is graded as such.

**Supplies List:**

* Pen or Pencil
* 2-pocket folder or other storage binder
* Active e-mail address
* (Optional) Electronic storage device – floppy disk, CD, USB key

**Course outline:**

Business skills development, project planning, and client work will be incorporated throughout the course.

|  |  |
| --- | --- |
| 1st Marking Period |  |
|  | Software Integration Review |
|  | International Business |
|  | Advanced PowerPoint |
| 2nd Marking Period |  |
|  | Microsoft Certified Application Specialist—PowerPoint 2010 |
|  | Business Etiquette |
|  | Semester Exam |
| 3rd Marking Period |  |
|  | College & Career Preparation |
|  | Stock Market |
|  | Advanced Spreadsheets |
|  | Microsoft Certified Application Specialist—Excel 2010 |
| 4th Marking Period |  |
|  | Business Management Concepts Review |
|  | Business Plan Project |
|  | Final Exam |

**GRADING SCALE**

A = 93 – 100%

A- = 90 – 92%

B+ = 87 – 89%

B = 83 – 86%

B- = 80 – 82%

C+ = 77 – 79%

C = 73 – 76%

C- = 70 – 72%

D+ = 67 – 69%

D = 63 – 66%

1. = 60 – 62%

E = 59% and lower

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

**Late assignments must be completed in their entirety and will receive, at most, partial credit**. In addition, late work will not be accepted after an assigned cut-off date. Check your grades on Power School. Please make sure that your records match mine. This is important as you have only three class periods to make up assignments.

Peer collaboration is often encouraged in this class because the ability to work effectively with others is the key to success in business. However, appropriate collaboration is very different than cheating. Cheating or **academic dishonesty 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.

**CLASSROOM EXPECTATIONS**

RESPECT • RESPONSIBILITY • DISCIPLINE

1. Treat others and classroom supplies & equipment with **respect**.
2. Take **responsibility** for your own actions.
3. Practice **self-discipline**.
4. Follow the Acceptable Use Policy at all times.
5. No food or beverages in the classroom.
6. No use of cell phones, head phones, MP3 players, or other electronic devices.

**Consequences** - If you choose not to follow these expectations, consequences will result and will vary based upon the incident.

Please sign and return this page

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Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_