**Business Management & Technology**

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|  **Instructors:**  | Ms. Sierra Roberts Mrs. Mary Standerfer  |
| **Phone Numbers:**  | 231.536.0053 ext. 5333 231.536.0053 ext. 5379  |
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| **Class website:**  | ejhsbusiness.weebly.com  |

**Course Description:**

Business Management & Technology (BMT) is a one-semester course and is a prerequisite to BAMO 1 and BAMO 2. BMT will help prepare students for successful use of technology throughout high school, as well as in college or career. In addition, students will develop and expand the 21st Century skills necessary for future success in the workforce. These skills include communication, problem solving, critical thinking, leadership, teamwork, and employability. Students will be expected to demonstrate use of the Internet for educational and professional purposes. They will regularly use electronic means to communicate. In addition, adequate use of word processing, presentation, and spreadsheet software will be expected.

Prior knowledge of touch keyboarding at a rate of 20 words per minute or higher will be helpful.

**Course Content:**

1st Marking Period

* File Management, Organization & Professionalism
* Living Online
* Business Communication

2nd Marking Period

* Career & Employability
* Personal Finance
* Final Exam

**Supplies Needed:**

* Pen and/or pencil
* 2-pocket folder or other storage binder
* Active e-mail account
* Headphones, ear buds, or other personal listening device

**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

Peer collaboration is encouraged in this class because the ability to work efficiently and effectively with others is the key to success in the workforce. However, appropriate collaboration is very different than cheating. Cheating (academic dishonesty) will not be tolerated. Cheating 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.

**Course Expectations:**

RESPECT RESPONSIBILITY DISCIPLINE

1. Treat others, as well as classroom supplies and equipment with respect.

2. Take responsibility for your own actions.

3. Practice self-discipline.

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

**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!

Please sign and return this page, indicating your understanding of the above policies and procedures.

BMT Course Syllabus

Student Name (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour:\_\_\_\_\_\_\_

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

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