# **Business Management Tech**

**Teacher**: Mr. Wagner **Website:** <http://mrjwags.weebly.com>

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**Text**: Principles of Business, 9th edition **Prerequisite:** basic keyboarding skills

**EXTRA HELP HOURS:**
I can make myself available before or after school, 4th hour and B lunch to provide support. If you need extra help at any time, please arrange an appointment and time to meet.

**COURSE DESCRIPTION**:
The Business Information & Technology I & II class is designed to prepare students for employment opportunities in today's rapidly changing business environment. The content of this course is based on the Michigan Career and Technical Education Program (MCCTE) Business, Management, Marketing, and Technology (BMMT) Pathway.

**EXIT OUTCOMES**—The student will:

* Set personal goals and have a plan to achieve them
* Work effectively one-on-one and in diverse teams
* Develop employability skills that are favorably looked upon by future employers
* Analyze situations in order to identify relevant problems and implement strategies to solve them
* Use various modes of communication
* See real-world use of business applications
* Accurately comprehend and express ideas and information
* Work in a responsible and respectful manner with others
* Understand and be able to apply copyright laws in business and daily life.
* Understand OSHA requirements and how to be safe on the job and in the workforce.
* Student will be able to enroll in Work Based Learning as part of CTE Program.
* Students can earn college credit through Ferris State University upon completion of the course with an 80% or higher, teacher recommendation and enrolling in Business Program.

**CAREER & EMPLOYABILITY STANDARDS**

* Applied Academic Skills: Reading, English & Language Arts, Mathematics, Listening & Presentation Skills, Technology
* Personal Management: Responsibility, Self-management, Respect for self and others
* Organizing Skills: Time, Money, Materials, Human Resources
* Teamwork: Group participation, conflict resolution, diversity, and leadership
* Technology Skills: Basic operations and concepts; social, ethical, and human issues; technology productivity tools; technology communication skills, technology research skills, technology problem-solving and decision-making tools

**ONLINE COMMUNICATION EXPECTATIONS**

* Respect. We are polite, kind, and appropriate at all times. Remember that many students and the instructor will view your comments.
* Inclusion. Anyone is welcome to comment or join a discussion as long as he or she is respectful.
* Learning (in class dialogues and posts). These are places to reflect and learn. You are encouraged to: ask questions; answer questions; share your learning; synthesize ideas; plan, projects or assignments; and reflect on the process of learning.
* Safety—In general, be reserved about revealing private details on websites. The site may be a password-protected site, but it is digital information that anyone could copy, forward, save to hard drive, and so forth. Anything you type into a digital forum may last forever, so respect your own and others' privacy.
* If you ignore these rules, you are subject to be banned from online communication for this course.
* When a person is banned, the person's content will be deleted and thus it cannot be recovered.

**CLASSROOM RULES AND EXPECTATIONS**:

1. Respect: Yourself, peers, staff and equipment.
2. Use proper and school appropriate language, if not-student choice of a 30-minute detention or. 25¢ fine.
3. Come to class prepared, ready to participate and learn. When the bell rings students are to be in their seats prepared with the necessary materials. They will stay in their seats until dismissed by the teacher.
4. Come into the classroom “unplugged” each day. A cell phone stop light system will be utilized this year to indicate when and how cellphones can be used.
	1. Beginning of class will be a RED ZONE-NO CELL PHONES during learning time (discussion, lecture, group work, etc).
	2. When instruction can utilize cell phones, it will be a YELLOW ZONE-phones can be used for educational purposes.
	3. When it is work time, it will be a GREEN ZONE and students may use cell phone as they work at teacher’s discretion.
	4. If cell phones become a problem, they will be confiscated for the hour, sent to the office, and parent contact.
5. CELL PHONES WILL BE COLLECTED DURING A TEST! If a cell phone “appears” during a test, the student will fail the test.
6. No passes first or last ten minutes of class.
7. If you need to leave the classroom, student will turn in their cellphone to the teacher, one person can use the pass at a time. If excessive passes are used, passes will be limited.
8. One voice talking at a time during lecture, presentations or debates, this includes announcements!
9. Be an active part of the learning process and do not interfere or distract others from classroom learning.
10. Students will use time appropriately in class and stay on task.
11. Students may have beverages with a lid and snacks (food that doesn’t need utensils or make a mess) in class. This is a privilege and may be revoked if it becomes a nuisance.
12. Clean and wipe down desk at the end of the hour, daily!
13. Sit in your assigned seat and use your own classroom supplies.
14. Wear your mask properly; it should cover your chin and nose.

**Virtual/Online Learning Expectations**

1. Students are expected to be logged into *Microsoft Teams* on time for class
2. Students are expected to remain connected and engaged the entire class period
3. The taking of pictures, filming, or recording images of class content without permission, whether in-person or virtual is a violation of the *Student Handbook* and subject to disciplinary action.
4. Students must contact RCS tech department of any technical issues via email, online help form, or by telephone.

\*Students learning from home will be expected to follow guidelines in the student handbook as well as the online learning agreement at all times.

**Consequences**

1. The teacher look, and/or verbal warning of what is expected behavior.
2. Hallway conversation, discuss issue, plan to resolve, return to class.
3. ***Removed***-Student will sit/stand in the hall or sent to another classroom for the duration of the hour. They will also receive a zero on any in class assignment. The student will be responsible for any notes covered in class and will have the parent sign a letter stating that they were sent in the hallway for disrupting class, student will contact parent via text or phone call explaining the situation, teacher follow up if needed.
4. Detention-lunch, after school or before school, parent contact.
5. Write up and to the office.

**Supplies**: You should have the following items for class each and every day to be prepared:

* Laptop (will have online assignments)
* Pencil (sharpened before class, #2 preferred)
* A folder to keep assignments in
* Completed assigned work (your receipts)
* Textbook
* Loose-leaf lined paper/notebook
* Yourself on a daily basis
* Other materials may be called for on certain days

**Course Requirements:**The student’s grade for each ten-week marking period will be determined by using the following:

* **Test**- may be given over combined chapters (students will be informed of tests beforehand). NO CELL PHONES ARE TO BE USED DURING A TEST; IE NO CALCULATOR FUNCTION! If you are absent the day of a test you must make an appointment to take it on the day of your return, it must be taken within 2 days before or after school, or have made other arrangements. If an appointment is not made on the day of your return your test grade may be lowered.
* **Quiz**-we will have a quiz during each unit/chapter of study. Some of these quizzes may be done on online. If you are absent the day of a quiz you must reschedule it in the same manner as a test or you will receive a zero.
* **Notes**-may be assigned from lecture or discussions, checked by pop quizzes—which you can use ***your*** notes and homework on, or a standalone assignment reviewing a specific topic.
* **Classwork**-will be due in class and content will be graded on how many are right or wrong. Work must be shown to earn full credit when dealing with math and/or story problems.
* **Homework**- If you are assigned classwork and it is not completed, then it becomes homework. Homework will be assigned specifically from time to time to be completed outside of class but generally most items should be completed in class if using time effectively.
* **Technology**-The class will be utilizing technology as much as possible through Cengage/MindTap, OneNote, Office 365, or other means that are appropriate. Students should have their laptops with them each day. **If a student is absent, check the learning management system or webpage for that day’s assignment.**
* **Exam**- will be 20% of your overall grade. It may be a standard test or a portfolio style project, or both. All notes and work should be kept until the file exam to help review for final exam/project.

**GRADING PHILOSOPHY**—as found in the Student/Parent Handbook for Richmond Community Schools:

All Richmond Community Public Schools grading and reporting will support the learning process and encourage student success. Grades measure a student’s mastery of the course content expectations. These guidelines emphasize summative assessments.  The final grade is determined by at least 80% summative and at most 20% formative.

**Grading**

* Quarter grades will be calculated based on total points using the building 80/20 policy. Summative assessments such as tests, projects, or reports will be worth 80% and formative assessments such as classwork, quizzes, homework will be worth 20% of the grade.
* Semester grades will be based on the following weight distribution:

1st quarter 40% 2nd quarter 40% Final Exam 20%

Standard grading (90-100=A, 80-89=B, 70-79=C, 60-69=D, 0-59=F) scale will be used for grading.

**Assessment Categories:**

* SUMMATIVE assessments demonstrate the student’s knowledge of a subject after instruction. Summative assessments include tests, projects, products, and demonstrations. *All students must complete a summative assessment.*
* FORMATIVE assessments demonstrate the student’s progress in mastering content during the course of instruction. Formative assessments include homework, daily quizzes, and inquiry activities. *Formative assessments will be accepted until the day of the Summative assessment.*

**Late Work, Missing Assignments, and Zeroes:**FORMATIVE ASSESSMENTS: Assignments will be accepted until the time a summative assessment is given. At that time, all missing assignments will be given a zero. Work completed and turned in as part of the requirement for a Summative Retake, will be accepted, but not graded.

**SUMMATIVE ASSESSMENTS:** All assessments must be taken. Zeroes will only be given for summative assessments under the following conditions:

* + 1. The student earned a grade of zero on the assessment and did not qualify and/or chose not to retake the assessment and/or earned a grade of zero on the retake of the assessment.
		2. After given an opportunity to turn in or take the summative assessment at a later date due to circumstances, the student failed to do so.

**Summative Assessment Retakes:**

Summative assessment retakes are available to all students, with the exception of AP classes, based on the following principles and process:

* Students in grades 9-12 may retake 50% of summative assignments per quarter. Each quarter will have approximately four summative assignments, so students can retake two of them.
* The higher score is the only score of record.
* Students must follow the retake process:
1. A written request by the student including an explanation for requesting the retake.
2. The student’s demonstration of effort to attain mastery learning which includes test corrections and caught-up homework.
	* 1. Caught-up homework is defined as turning in at least 80% of formative assignments by their original due date and having all assignments turned in before the summative assessment.
		2. Formative assignments will still be accepted for a grade up to the date of the summative assessment, but will not be considered part of the 80% if turned in after their original due date.
		3. Effort must be made on ALL formative assessments. Turning in incomplete work does not demonstrate an effort to attain mastery learning. If work is turned in uncompleted it will not count towards the 80% of formative assignments turned in by their original due date and will have to be completed before the summative assessment to be eligible for a retake.
3. The teacher’s approval for retake following steps 1 and 2.
4. The student’s arranging with the teacher for the retake.
5. Completion of the retake within a reasonable time (teacher discretion) frame, e.g., within 1 week of the original summative assessment.
* Retakes should be in a different format from the original summative assessment.
* End-of-semester exams cannot be retaken.

Please check PowerSchool on a regular basis to stay current on your student’s progress, missing work or overall grade. My gradebook will be updated throughout the week and up to date Monday mornings.

\*\*This syllabus is subject to change (at the teacher's discretion) at any time.\*\*

**Parent contact information:**

I use these to keep in touch with you about your student not only for unpleasant situations, but for good things as well (A on test, great attitude/work ethic, improvement, etc.). My contact of choice is e-mail because of the convenience to respond throughout the day, but I also check my voicemail daily. Feel free to contact me at 727-3225 ext.#3200 or by e-mail at jwagner@richmond.k12.mi.us.

Education really sinks in when you can apply classroom learning to the real world. Please let me know if you have a possible learning experience in the area of business, marketing, technology or other area that could be a great opportunity for Richmond High School students.

Thank you for reviewing this with your student. I am looking forward to a great school year.

 Mr. James Wagner

**Please complete, sign and return the separate signature and quick links sheet provided in class by the second Friday of school.**