

Dos Palos High School

Business Department

ROP Business Office Professional 1

2020-21

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Course Description and Goals

Course Description

ROP Business Office Professionals is designed to introduce students to careers in the business field and to provide hands-on training. This course is intended for students seeking advanced knowledge in application software used in the workplace with emphasis on business situations. Computer applications including word-processing, spreadsheets, databases, and presentation managers will be covered. Students will be eligible for MOS certification at the end of the course.

Students enrolled in an ROP course are required to create a professional portfolio and participate in a formal “mock” interview.

Assignments and Grading

Students are required to provide computer generated projects and complete assigned projects while in class. A student who refuses to participate, in portfolio day, shall not receive higher than a “C” grade in the class, as per Merced County Office of Education ROP. Discussion boards are mandatory, see requirements on CANVAS.

All assignments are due on the Friday of the assigned week, unless otherwise specified. All late work is half credit, no late work accepted after a grading period.

BOP 1 students will be evaluated using the following criteria:	
PARTICIPATION: 45%	ASSESSMENT: 25%
PORTFOLIO: 30% ROP Portfolio	

Attendance

*The ROP Business Office Professional class at Dos Palos High School will follow the attendance policy set by the administration at DPHS

Grading Scale:

The following will be the grading scale used in ROP Business Office Professional:

100%-90% = A

89%-80% = B

79%-70% = C

69%-60% = D

59%-- 0% = F

Classroom Rules and Policies

*The Dos Palos High School ROP Business Office Professional class will abide to all sections of the DPHS Student Handbook to include:

Professionalism

- ROP Computer Accounting students are expected to act in a professional manner.

Computer Use

- Computers are only to be used for the purpose of operating Dos Palos High School's ROP Business Office Professional.
- Dos Palos High School - AUP "Acceptable Use Policy" must be turned in before accessing the system.

Virtual Meeting Expectations

During distance learning, teachers will be utilizing Zoom for their direct instruction and as a way to interact with students. Every zoom session will be recorded, including breakout sessions. During Zoom interactions, students are expected to follow the same rules as they would in a classroom. The rules are as follows:

1. Students will use their first and last name as it appears on the role sheet for their name on Zoom.
2. Students will not interrupt each other or their teachers
3. Students will keep their microphones muted unless asked to unmute
4. Students will raise their "virtual" hand and wait to be called on
5. Students will use appropriate language
6. Students will risk being marked absent or truant if they do not stay throughout the Zoom lecture/presentation (leaving a zoom without permission will be looked at the same as a student who walks out of class)

Students who break any of the above rules will face consequences as they would if they were in a regular classroom setting. This will include but not be limited to parent contact, meeting with an administrator, and/or if the behavior persists, a possible recommendation for independent study.