

Dos Palos High School

Business Department

ROP Business Office Professional 2

2020-21

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Prerequisite:

N/A

Course Description and Goals

Course Description

ROP Business Office Professional 2 is designed to introduce students to careers in the business field and to provide hands-on training in various entry-level positions in their community. In this 2 period course students will be provided the opportunity to explore various aspects of business while using and improving their clerical/business skills.

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

Student Performance Objectives:

Upon completion of this course, students will:

- Demonstrated exemplary customer service.
- Demonstrated business etiquette and *appropriate* business attire.
- Develop marketable skills and relevant hands-on practical training experience through participation in the community classroom
- An understanding of basic business concepts.
- Applied computer technology in completing a variety of classroom assignments
- Demonstrate awareness of employment opportunities in careers related to the industry
- Develop employment literacy to include job readiness skills and technical reading and writing applications demonstrated by completion of the Employability Portfolio
- Demonstrate safe work habits and attitudes
- Exhibit leadership skills related to teamwork, communications, human relations and community responsibility

Assignments and Grading

ROP Business Office Professional is a dual enrollment course with the Merced College WORK40. A student must have 75 hours of paid work experience or 60 hours of volunteer work to equal one unit of college credit. Students must also complete a Training Agreement including goals to meet, Cover Letter and Resume, complete a Progress Report from your community classroom training.

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 Board participation is mandatory, see requirements on CANVAS.

*Students are also graded on attendance, based on their time cards. Students must notify employer and teacher if they will be missing work. There will be a 25 point deduction per day if employer and teacher are not notified. (Subject to change based on COVID-19 regulations)

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 2 students will be evaluated using the following criteria:	
PARTICIPATION/ATTENDANCE: 45%	ASSESSMENT: 25%
PORTFOLIO: 30% ROP Portfolio	

Attendance

*The ROP Business Office Professional 2 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 2:

- 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 2 class will abide to all sections of the DPHS Student Handbook AND Merced County ROP Community Classroom Rules.

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.