**Integrated Business Applications**

Georgetown High School

Ms. Jo Clark

***Parent and Student:* Please Sign and Return**

**Integrated Business Applications**

**Course Description**

Integrated Business Applications is a one credit class designed to teach students software applications that are necessary to succeed in a technological society. The applications covered include: word processing, spreadsheet, desktop publishing and presentation.

**Competency**

Proficiency on the keyboard is a requirement: Be able to key 25 wpm with 3 or fewer errors using the correct finger reaches and correct keyboarding techniques. Be able to save, retrieve, modify, and print. Produce useable business letters, memos, and reports. We will spend time reviewing keyboarding—if the student is not proficient, time will be needed outside of class to improve keyboarding skills in order to stay with the class.

**Academic Requirements:**

Test/Quizzes: Students will have test and quizzes. The quizzes will be both scheduled and unscheduled. Low scores on tests/work may be redone within 5 days. Late work will lose 10 points for each lesson behind when it is submitted (i.e., work from Lesson 1 will lose 10 points when we are finished with Lesson 2, 20 points after Lesson 3, and 30 points after Lesson 4.)**\*\***

Grading System: The grading policy for the quarterly grade is as follows:

 Classwork 30%

 Presentations/Projects 30%

 Quizzes 10%

 Tests 30%

A final exam will count as 20% of the overall course grade.

**Makeup Policy**

It is the student’s responsibility to ask about work. All work for excused absences must be completed *within three (3) school days* upon returning to school. **WORK FOR UNEXCUSED ABSENCES WILL NOT BE ACCEPTED. \*\*Students will be allowed to stay until 4 pm on Thursdays to complete missing work, and until 3:30 on Mondays and Wednesdays.**

**Please sign and return:**

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Parent's Signature Student's Signature

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Parent’s Phone Number ***PLEASE PRINT*** Parent’s email address -

COMMENTS:

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So that you may keep this information, cut off the top portion & return. Thank you!

**Classroom Expectations:**

 **School Wide Rules**

Be Polite

 Be Productive

 Be Prompt

 Be in Authorized Areas ONLY

 Keep hands, feet, and all other objects to yourself

**ACCEPTABLE CLASSROOM BEHAVIOR CONSEQUENCES**

* Be prepared for class daily. 1. Refocus
* Be in assigned seat, prepared to work 2. Parental Contact

 when tardy bell rings 3. Teacher Assigned After School Detention

* Keep personal items put away. 4. Referral to Administration
* **Leave cell phone, MP3 players, etc., food,** 5. **Phones in view will be confiscated**

 **drink, and gum in your locker.** **and result in a referral**

* Abide by all GHS & classroom rules.
* Be quiet, respectful, and productive at all times.
* Do **YOUR OWN** work. Cheating will result in a zero and call home and/or a referral.

My planning time is from 1:45 pm - 3:00 pm. You may call me during that time, or call the guidance office (527-4497) at other times to set up a conference. If you have questions or concerns, please contact me. If you have any special concerns, please use the comment section under your signature on this syllabus. So that I may easily reach you, **please note your home and work phone numbers as well as your email address** if you have one. I send out periodic newsletters about my classes. You may email me through my page on the school website.

Thank you for your cooperation. I look forward to helping your child develop useful business skills!

 Jo Clark