

Integrated Business Applications (IBA) Syllabus

Teacher: Mrs. Kelly

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Description of Class

Integrated Business Applications is a high school class requirement for graduation. The class is designed to help the student reinforce and build software skills in three major applications - Word, Excel, and PowerPoint. Illustrations/demonstrations, practice exercises, and independent lessons will be used to master the concepts in each application. A majority of the work assigned will be done in class. At the end of each unit, students will be required to complete cumulative exercises and or projects to challenge and reinforce the concepts learned for that application. If your child falls behind, it may be necessary to send work home so your child is well-prepared for the major assessments (written and/or performance tests).

Make-up

All students are expected to attend all scheduled classes, participate and complete all assignments. If a student finds it is necessary to be absent, he/she is responsible for all assignments and material missed during the absence. Missed work must be made up within 3 days after returning from an absence to receive credit. If the absence is unexcused, 10 points will be deducted from the highest possible score. If the work is not made up within 3 days, the grade will be entered as a 0. If a student is tardy to class and sent to ISS, the student is still responsible for the work missed.

Second Chance Policy

In order to improve student learning and increase mastery of state objectives, students will have the opportunity to retake a test. The average of the original grade and the retake will be recorded in the gradebook. The highest possible score a student can receive is an 85. The retake must be completed within 3 days of the original assessment. If the student has missed 30% of the test assessment, a retake will not be allowed.

Interims/ Report Cards/ Final Exam Exemption

This class is year-long made up of 4 nine-week grading periods. At the midpoint of each nine-weeks, interims will be distributed to show student process in the class. At the end of the nine-week grading period, report cards will be distributed. Final exams are given at the end of the year and count as 20% of the final grade. GCSd has adopted a final exam exemption policy. Students can choose to exempt their exam if they have a cumulative average of 90 or higher for the class and have no more than 10 unexcused absences. All excuses for absences must be submitted to the front office within 3 school days.

Materials needed/used in this course:

- ✚ 1" 3-ring binder. A grade will be given for student's organization of notebook each nine-weeks.
- ✚ Pencil/Pen

Grading Scale:

Tests	35%
Projects	30%
Classwork	20%
Quizzes	15%

**Percentages subject to change according to material covered within the nine-week period.