



BUSINESS COMMUNICATIONS & TECHNOLOGY

Fairfield Ludlowe High School
Fairfield Warde High School

Grades 9-10

No Prerequisites

COURSE DESCRIPTION

Students will explore computer skills and applications needed on a personal, school/college, and career level. The focus of this course is to provide knowledge and skills associated with: Advanced Word Processing, Spreadsheets, Databases, Responsible Internet Use, Movie-Making software and Presentation Programs, Communications skills, and Business Etiquette. Students will create various documents: reports, business letters, tables, databases, spreadsheets, and brochures. They will also have exposure to presentation skills and basic business etiquette.

COURSE OBJECTIVES

Through this course, students will gain knowledge and proficiency in essential technical and communications skills needed for future academic and career success.

UNITS OF STUDY

Unit 1: Computer Skills and Application
Unit 2: Presentation and Communication Skills
Unit 3: Professional and Business Etiquette

COURSE POLICIES AND REQUIREMENTS

GRADING

Cumulative / In-Progress Grade:

- 90% will reflect the student's mastery of course content and skills on summative assessments
- 10% will reflect the student's progress on formative assessments, homework, and behavior

End-of-the-Year Grade:

- 90% will reflect the student's cumulative course grade through summative and formative assessments as described above
- 10% of the end-of-the-course grade will reflect the student's performance on the course final assessment

MATERIALS:

Supplemental material and Instructional Resources

EXPECTATIONS OF STUDENTS:

The Fairfield Public Schools provide a safe learning environment. Our high school community, in collaboration with parents and other townspeople, fosters a society that recognizes and promotes the dignity and worth of the individual. We believe that meeting the diverse needs of all students will encourage lifelong learning and responsible citizenship.

EXTRA HELP:

Appointments for extra help or individual conferences can be prearranged during a mutual common free period or after school.