



# **Business Communications and Technologies Syllabus**

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Welcome to Business Communications and Technologies at Shiner ISD. Students will utilize the software found in Microsoft Office to create advanced word processing documents, spreadsheets, databases, and presentations. Students will receive direct instruction as they learn how to utilize the software to complete various tasks throughout the year. By completing these assignments, students will acquire skills they can use moving forward in high school as well as the workplace and/or college.

**REQUIRED SUPPLIES:** personal set of headphones/earbuds

## **GRADING POLICY:**

- Grading will be based upon successful completion of daily in-class assignments (50%) and tests (50%), as well as the midterm and final exam. There will be at least 2 tests per six weeks grading period.
- Most daily assignments can be completed during class. I am usually at school by 7:15 am so feel free to come in and work on assignments as needed.
- If you fail a quiz or test (excluding midterm and final), you'll have an opportunity to retest in class for up to a 70.

## **LATE WORK:**

- It is your responsibility to see me to gather any information you may have missed due to an absence. Check Google Classroom/Email, as most assignments are posted daily.
- If you miss due to an excused absence (illness, school related activities, etc.), you will be allotted the number of day(s) of excused absence to make up assigned work.
- If you miss due to an unexcused absence (anything not excused, including disciplinary actions such as ISS, AEP, suspension), there is a one-day grace period, and then the normal grading policy will be followed.
- Ten points will be deducted for each day an assignment is late. Communication is key! If you are having trouble, please talk to me.

## **COMPUTER RULES AND POLICIES:** (along with the signed AUP-Acceptable Use Policy)

- Be prompt and come prepared
- Be productive (use your class time wisely)
- Students will show respect for persons and property
- Students will adhere to the school's code of conduct (available online/discussed in class)
- No consumption of food or drinks in the lab.
- Do not download or install anything to the school computers unless directed to do so, as unauthorized installations or downloads put the computers and school network at risk.
- Do not try to check your social media during class. They are blocked.
- Computers should not be used for gaming/chatting purposes.

Again, I wish to welcome you to this course. I firmly believe that you possess the power to achieve greatness and I am here to assist the process of reaching your goals. I am looking forward to a great year! I plan to give you my best, thus I expect the same from you.

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**Student Signature**

**Date**

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**Parent/Guardian Signature**

**Date**

**\*This syllabus will be posted to Google Classroom so you always have access to it.**