

Communication Plan
Business Technology 11
Mrs. Ava Davidson

In Business Technology 11 students develop a basic proficiency in touch keyboarding. These keyboarding skills will be integrated and developed through the use of business production software (word processor, spreadsheet, and desktop publishing). Students will integrate touch keyboarding skills with skills in document production and design. This includes creating spreadsheets to manage data, applying principles and practices of desktop publishing to design and create documents, and becoming confident and purposeful users of business productivity software. This course meets the technology compulsory credit requirement for graduation.

Students will complete 5 Modules: Module 1--Touch Keyboarding (Integrated); Module 2--Document Processing; Module 3--Spreadsheets; Module 4--Desktop Publishing; and Module 5--Business Technology Fundamentals (Integrated). See course website: <http://sacademy.cbv.ns.ca> >Staff>Staff Sites>Mrs. Davidson>Business Technology 11.

Semester Marks:

Assessment:	Value
Daily assignments, projects, and portfolio--based on Modules Word Processing: 20% Spread Sheet: 20% Desktop Publishing: 15%	55%
Timed Production	10%
Class progress—completion of drill assignments, daily drill practice (including Typing Pal), and demonstration of proper keyboarding technique. Students are expected to follow school and class procedures regarding attendance, work space maintenance, and computer usage.	15%
Speed Requirement: Nov/April 35 wpm (2 min/2 % error rate/3timings) Jan/June 50 wpm (3 min/2% error rate/3timings)	20%

Attendance is mandatory in the Business Technology 11 course because this is a skill that must be practiced daily to ensure success. Class assignments for each topic are to be passed in on due dates. If you are absent on a scheduled due date, it is still your responsibility to submit the assignment on time. Students who miss class time are responsible for keeping their work up to date and will be permitted to use classroom equipment at lunch or after school. Students will receive a mark of “0” if they submit work other than their own. Please refer to Sydney Academy’s Assessment Policy at: <http://sacademy.cbv.ns.ca>>Administration>Communication Plan.

If you have any concerns, please contact me at the school (562-5464), or by e-mail (adavidson@staff.ednet.ns.ca). I look forward to a successful semester with your son or daughter. A copy of this Communication Plan should be retained for future reference throughout the semester. However, you can access a copy through the Sydney Academy Website.

Ava Davidson
 Business Teacher
 School Year: 2011-12