

Communication Pan Business Technology 11

Leanne Mombourquette

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 productivity 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 document production, 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

Module 5: Business Technology Fundamentals (Integrated)

Attendance is mandatory in the Business Technology course because this is a skill that must be practiced daily to ensure success.

Students will keep a portfolio of their assignments that will be evaluated at intervals during the term. Class assignments for each topic are to be passed in on due dates. Late assignments will result in a loss of points.

Assessment will include marks for participation, presentations, tests, and assignments, (both homework and class work).

Semester Marks:

Modules - Daily Assignments	40%
Drill Assignments	10%
Speed Assignments	20%
Class Progress	10%
Portfolios, Tests, Collaborative Assignments, etc.	20%

A. There would be no make-up tests or assignments required for missed components of the assessment **due to an excused absence**. Instead the value of other assessment pieces would be **pro-rated** to determine the assessment mark. Students

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who miss assessment pieces due to an **unexcused absence** will be given a mark of **zero** (All excused absences must be reported with-in five days of the absence to be excused).

- B.** The mid-term progress report will represent a mark based 50% on the midterm comprehensive assessment and 50% on the other assessment pieces completed at the time of the report. **This mark will not be used to determine a percentage of the final mark already completed** since marks for tests, projects, assignments; labs, etc. are based on what is assigned in those categories for the entire course. The final mark will consist of 50% of daily work and assignments and 20% of the comprehensive assessment and 30% of student portfolio.

There will be a final exam in this course that will include a summary of all assignments completed in class. This exam will be given over a two week period and will not be written during scheduled examinations.

C. Due Dates

- All assignments must be passed in on time. There will be few, if any extensions.
- Each day an assignment is late, 20% will be deducted from the final grade of the assignment.

If the student is absent on the scheduled due date, have a friend or relative deliver the assignment or e-mail the assignment to the teacher at lmombourquet@staff.ednet.ns.ca.

Communication Methods:

Communication with parents/guardians will be through the use of formal Report Cards, Monthly Attendance Reports, and scheduled Parent/Teacher meetings. If the need arises, further communications through telephone calls and personal meetings may be required. Please refer to the Sydney Academy Assessment Policy at <http://sacademy.cbv.ns.ca/> select **Administration – Communication Plan**.

I look forward to a successful semester with your son or daughter. If you have any questions or concerns, please contact me at 562-5464. A copy of the Communication Plan should be retained for reference throughout the semester. However, you can access a copy through the Sydney Academy Website.

Sincerely,

Leanne Mombourquette

Parents Signature

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