

Business Technology

Mr. Licata

Course Description: This 1 semester course is an exploratory computer class that will include basic keyboarding operation, students will demonstrate competency by correctly using the touch system. This class will also introduce students to Microsoft Office and Google Docs, Sheets, and Slides. In addition, students will become certified in the Everfi – Ignition – Digital Wellness & Safety

Donations: There is a recommended donation of a \$5 to cover paper, color laser jet toner, and general maintenance of lab. Any amount is appreciated.

Educational Material: Students are expected to have the following material in class everyday:

- Binder Reminder
- Pen & Pencil
- 3-ring notebook with divider for this class

Homework Policy: Students will do almost all work in class. If students have a computer at home, they are welcome to complete any work at home, but it is always my goal to give them enough time in class to complete all work.

Grading will be based on the following criteria:

Students will be given a letter grades on completion of daily assignments, classwork, projects. The grading scale is as follows: Grading Scale:

A =100-90% B = 89-80 C = 79-70 D = 69-60 F = 59 and below

Timed Writings – All students will be given timed writings to track their progress towards the intended goal of 30 words per minute (wpm).

Everfi – Ignition – Digital Literacy and Responsibility – Students are expected to finish the 7 sections of this course with a score of 70% or better on section quizzes (students can take the section quizzes as many times as needed)

Projects – There will be several projects in Office 2016 and/or Google

Daily Work – The students will be working daily on typing, the Everfi online course, or doing a project in Office or Google. Participation and completion of their daily work will be given a grade.

Teacher/Parent Contact: I will make myself available for a conference any morning or afternoon. Please call (714) 220-4201 to make an appointment. Or, email me at licata_j@auhsd.us

I have read this Curriculum letter for Business Tech and understand the course requirements.

Student Signature

Print Student Name

Parent Signature

Period _____

