**VALLEY CITY HIGH SCHOOL**

**Business Education**

**Course Syllabus**

**Instructor: Mrs. Larson**

**Hours of Availability:** Before school, Period 2, Period 7 & After school

**Course Description:** Students will learn proper techniques for alphabetic, numeric, and symbol keying with speed and accuracy.

**Course Content:**

**Grade Evaluation:** Grade is weighted as follows:

50% - Daily Practice (work ethic, ability to work quietly, etc)

40% - Keying without looking at the keyboard

10% - Keyboarding posture

The VCHS grading scale will be used.

*92—100% = A; 84—91% = B; 75—83% = C; 65-74% = D; Below 65% = F*

**Absences:** Class attendance is critical; however, we all know that some absences cannot be avoided. Therefore, follow the procedure below when an **excused** absence causes you to miss class (and refer to the VCHS absentee policy):

* CLASS/HOMEWORK– all students are to discuss missed classroom activities, announcements, and assignments outside of normal class time. **If an assignment was due the day you were absent it must be turned in the day you return.** All work assigned the day you are gone is to be made up by the specified date as discussed when you return.
* Make certain that when you are able to be in class, you are in class! I will not discuss missed work during class so make certain that this is done at another time BEFORE class.
* If you are absent for an extended period come to me to make arrangements for missed work or contact me via e-mail.

**Classroom Expectations:**

* RESPECT
* Communication
* Hard work