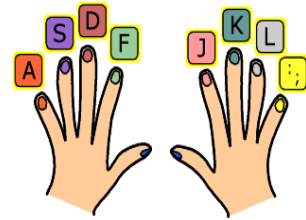# Intro to Business and Computer Applications (IBCA)
Mrs. LaRosa Guillory
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Sulphur High School 9th Grade Campus

Course Description

This course is designed to apply keyboarding skills in formatting and producing letters, tables, reports, and outlines. Speed and accuracy are emphasized. I know you have all used computers at some time in some place, but hopefully you will learn some new things about how things work and how to use them more productively.

Announcements

Students and Parents can stay keep up with class assignments and notifications through Canvas and BBComms. I will update Canvas weekly and send out messages as needed.

Class Rules

1. Enter quietly and begin Keying Drills.
2. Be seated in your assigned seat and logged in when the tardy bell rings.
3. Only use printers and equipment for school related projects
4. Absolutely no eating or drinking in class.
5. Only visit appropriate sites, do not attempt to search through the internet.
6. Feet and electrical wires don't mix
7. Do not share your password with others. Only use your login and password to access the network
8. Always log off when you are finished.

Violation of these rules may result in termination of privileges or other disciplinary actions.

Grading for this Class

We will be following the high school grading scale used by Calcasieu Parish School Board. Your grade will be comprised of several different areas including but not limited to completion of classwork, accuracy of classwork, timed writings, quizzes, and exams.

Make-up Work

All assigned projects and exams will be available to you the day you return to class. It is your responsibility to find out what assignments you missed, and make them up based on the Sulphur High School 9th grade Make Up Policy. Assignments will be listed on the course calendar. When absent, an excuse is to be presented the day you return. It is your responsibility to make-up work missed (board work, homework, test, project, etc.). You may ask another student or me before or after - NOT DURING class.

Tardies

1st Tardy   Warning
2nd Tardy   Warning
3rd Tardy   Phone Call Home
The tardy policy for this class is aligned with the Sulphur High School Tardy Policy

Cell Phones

Cell phones are not to be used in class. Make sure your phone is silenced or turned off. We will follow the procedures and consequences as given by Sulphur High School 9th Grade Campus. NO Ear pods unless authorized by me.

Bathroom

Students are to use the restroom between classes. Students will only be sent to restroom as seen as an emergency by teacher.

Fingers Free Look at Me/Give me 5

When teachers place hand in the air, students are to immediately respond in five steps
1. Eyes on Speaker
2. Quiet
3. Be Still
4. Hands Free
5. Listen

Computers

- Can only be used in class when given permission.
- Never give out your personal information.
- Only visit assigned websites.
- Only download teacher approved files.
- Eating and Drinking is not allowed near computers.