

Automotive High School
Business & Technology Department

Ms. Melissa Silberman, Principal
Mr. B. Rajswasser, AP.,Supervision

Below are the expectations for all of Business and Technology classes during the Fall Term 2007.

1. Attendance is the most important.
2. All classes will have a least one paper or project each marking period.
3. Every student will have the following supplies:
 - 8x 10 section in their binder, which will be checked each making period.
 - 3 pens (Blue or Black only)
 - 3 Pencils
4. Every Wednesday is proper Business attire day (To Be addressed later.)
5. There will be test or assignments, which will be graded, and be of your accumulated grade.
6. Homework Policy – Unless due date is given H.W. is due the next day.

Grading Policy

25% -Attendance
20% -Class Participation
25% -Homework/ Notebook
30% -Test and Projects

All projects are graded on quality and meeting the deadlines.

ADVANCED BUSINESS APPLICATIONS- This is a one period course that deals with the use of Microsoft Office applications leading to MOS certification. This software package allows hands-on learning, and the ability to explore the applications programs. This course also covers the importance of being computer savvy in the business world. We will be concentrating on the Word and Power Point applications as well as preparation for MOS Certification.

Date: _____ Class: _____

Address _____

Student's Name (print)

Student's Signature

Parent's Signature

Parents Phone Number