Johnston
COMMUNITY SCHOOL DISTRICT

Syllabus
2024-2025

Course Name: Business Applications

Contact Information

Name: Dr. Frederick
E-mail: stephen.frederick@johnston.k12.ia.us
School phone: 515-278-0476 ext. 7114

How students will be graded on academics

Grade	Percent Range
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	<60

- If a student has Insufficient Evidence marked for any of the standards at the end of the semester/course a student may receive a failing grade. Students will be given an opportunity to submit evidence for two weeks following a unit of study.
- However, if the student does not provide required evidence, they will be entered into standard recovery during the summer to complete the necessary work to receive a credit for the course.

Reporting Learning Behaviors

Grades are based solely on achievement of standards. Non-academic indicators, such as behavior, are essential but communicated separately.

Performance Levels for reporting learning behaviors:

- MET = Meeting
- PRG = Progressing
- BEG = Beginning

Assessment Information

- Students will be able to show mastery of curriculum standards through a variety of means, including: Tests, quizzes, projects, assignments, and knowledge matters simulation
- All unit assessments are non-negotiable and must be completed in order to receive a passing grade for this class
- Students will have an opportunity to submit evidence of meeting curriculum standards for up to two weeks after the end of a unit
- All assessment retakes should be completed within two weeks after receiving a grade

Classroom Expectations

- Students are expected to report to class on time, be in their seats, and ready to learn once the bell rings
- Students are expected to follow teacher instruction and consistently demonstrate respect for each individual, piece of property, and the learning environment in the classroom
- Students are expected to give full attention during instruction. Headphones and cell phones are put away (See phone policy for more information)
- Students are expected to read course-related news via email when necessary
- Students are expected to share and participate in class discussions
- Students are expected to take full responsibility for their work upon absence

Units of Instruction

- Unit 1: Computer Basics
- Unit 2: Word Processing Applications
- Unit 3: Spreadsheet Applications
- Unit 4: Presentation Applications