

Business Applications Lab

Mrs. Jennifer Hand

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I. Course Description

- Students will learn more about:
 - Career Skills and Opportunities
 - Copyright Law/Cyber Ethics
 - Databases
 - Desktop Publishing
 - Internet Skills and Safety
 - Operating Systems and Hardware
 - Presentation Software
 - Spreadsheet Applications
 - Web Design
 - Word Processing
 - Windows
- Students will also learn study and test taking skills and other career development skills to help them be successful students.

II. Assessment

- Projects, Tests, Quizzes, and Participation.
- Percentages will be used for each area.
Grading Scale:
 - A: 90-100*
 - B: 80-89*
 - C: 70-79*
 - D: 60-69*
 - F: 59 and below*
- Homework may consist of vocabulary and research to correlate to current project.

III. Expectations

- Classroom rules are explained on the first day of class and students are expected to follow them.
- In order to be successful, students must attend class. Much of our work is completed in class and involves working in groups.

IV. Materials

- Students need to bring their planner daily.
- Students should bring a pen or pencil to class daily.
- Any donations to our classroom are appreciated!

V. Make-Up Work

- Any missed class work will have to be made up before or after school.
- Please check with me to setup a time to come in.
- Other arrangements can be made at a parent's request.

VI. Extra Help and Parent Contact

- Parent involvement is critical to our success. Please let me know if you have any concerns or questions. If you would like to setup a meeting, please contact me.
- E-mail is the best method to contact me.