Introduction to Business Communications & Technology (IBCT)

Grading Outline

Introduction to Business Communications and Technology (IBCT) is a semester course designed to provide students with the necessary foundation skills to be successful in a technology enriched world. Word processing skills will be expanded as well as the introduction to basic spreadsheet functions and manipulation.

Students will be responsible for keeping up with handouts given to them during the course in his/her class folder. Since this is a "hands on" class, very few homework assignments will be given. However, students will need to use class time wisely and promptly make up work missed due to absences. For absences, some assignments may be completed at home using a home computer if available.

Students will be graded on the following areas:

Touch Typing Review	Points will be given for lessons completed (Using Typing.com and/or Microtype5)
Technique	Five main positions of posture at the keyboard
Quizzes/Tests	Varied times throughout course
Standards Covered	*Ownership & Ethics in the Business World* *Online Living (Internet Usage)* *Computer Basics* *Text Formatting* *Document Formatting Skills*

  Ownership & Ethics in the Business World
  Online Living (Internet Usage)
  Computer Basics
  Text Formatting
  Document Formatting Skills
  - *Memorandums & Emails*
  - *Unbound Reports*
  - *Personal/Business Letters*
  Formatting Columns and Tables
  Spreadsheet Basics