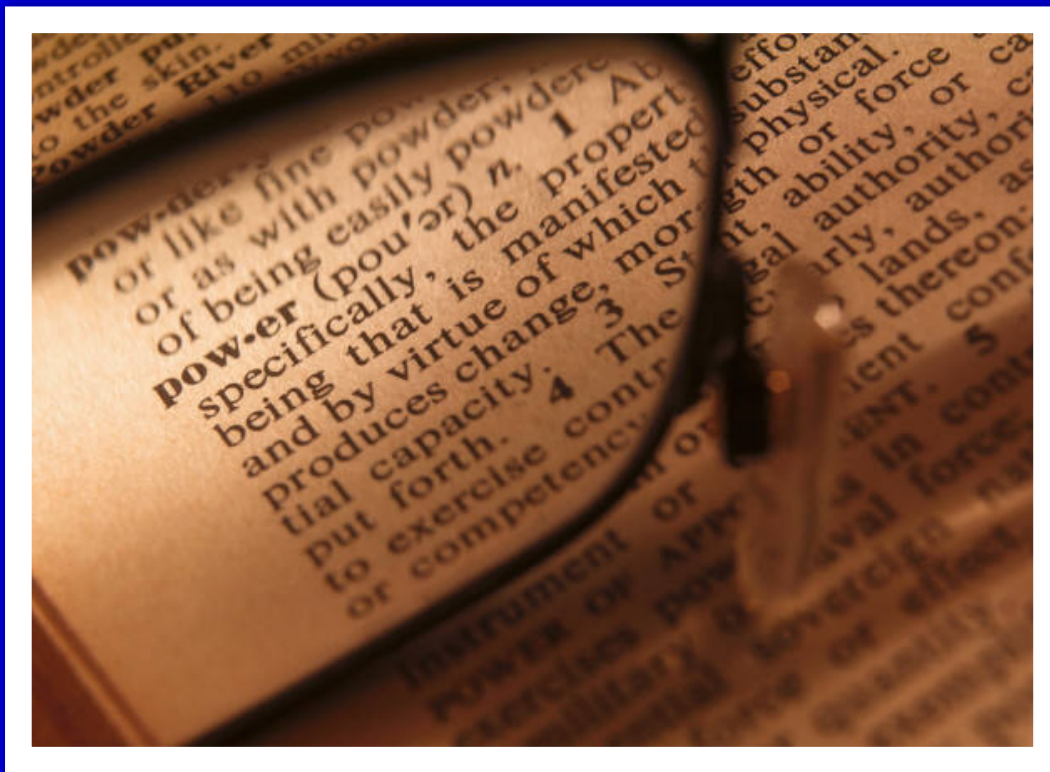


SYDNEY ACADEMY - JOHN FRASER

# Business Technology 11



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## Assessment

Student assessment will be both Summative and Formative. Summative assessment will be in the form of assignments, projects, etc., basically anything done that is given a grade. Formative assessments will not be given a grade. These assignments/assessments are not optional.

## Attendance

Effort counts! Each student is expected to show up to every class ready to participate. A written excuse **may** be acceptable in special circumstances. Absent students are responsible for their missed work/assignments.



## Business Technology 11 Modules:

- Module 1: Touch Keyboarding 15%
- Module 2: Document Processing 30%
- Module 3: Spreadsheets 15%
- Module 4: Desktop Publishing 30%
- Module 5: Business Technology Fundamentals 10%