



Business Department Courses

Brimfield High School

Mrs. Antje Carter

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(309)446-3349 Ext. 1221

Planning Time: A Day 8:00-9:22

B Day 9:26-10:48

Courses Offered

(For complete descriptions of each class please refer to the BHS Handbook)

Keyboarding & Formatting II (required) 12005A001

Grade 9 - orientation - one semester - 0.5 credit

Software Applications - (required) 10004A001

Grade 9 - orientation - one semester - 0.5 credit

Accounting I - (elective) 12104A001

Grades 10-12 - skill - two semesters - 1.0 credit

Web Design & Interactive Media Development - (elective) 10201A001

Grades 10-12 - skill - one semester - 0.5 Credit

Introduction to Economics - (elective) 04201A000

Grades 11-12 - skill - one semester - 0.5 Credit

Business Math - (math elective) 02154A000

Grade 12 two semesters - 1.0 Credit

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Grading Scale

A = 93-100

B = 85-92

C = 78-84

D = 70-77

F = 69 - below

Course Grade within the business department include grades from the following categories:

- Tests
- Quizzes
- Presentations
- Assignments
- Homework
- Participation

Classroom Expectations:

As high school students, I expect you to comply with all rules outlined in the Brimfield High School Handbook. Additionally, here are a few of my personal expectations:

- Respect your peers, your teachers, and your surroundings
- Come to class prepared - be here mentally and physically
- Be an active participant in your education not just an observer
- Work to your potential
- Come to class with an open mind and the determination to succeed

*It is your responsibility to know what grade you are earning in class. I encourage you to obtain your STI login and password, so that you can check your grade. I am always willing to discuss your grade / class performance with you and /or your parent(s). Feel free to contact me to schedule a conference time.

Most assignments and materials needed can be found on: schoolology.com

Books Used:

Books and materials can be found at <http://bookshelf.vitalsource.com>

Keyboarding: Book kept in class, online materials

Software: Book kept in class, online materials

Accounting: Accounting, McGraw Hill

Web Design: Online materials

GO INDIANS!