

Instructor: Sissy Foster
GCHS: Room 4

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School Phone: (931) 692-5400

Course Description

Business Communications is a course designed to develop students' effective oral and electronic business communications skills. This course develops skills in multiple methods of communications, including social media as well as electronic publishing, design, layout, composition, and video conferencing. Upon completion of this course, proficient students will be able to demonstrate successful styles and methods for professional business communications using the proper tools to deliver effective publications and presentations. Standards in this course are aligned with the Tennessee State Standards in English Language Arts and Literacy in Technical Subjects.

Program of Study Application

This is the second course in the Business Management and Office Management Programs of study. For more information on the benefits and requirements of implementing these programs in full, please visit the Business Management and Administration website at <https://tn.gov/education/article/cte-cluster-business-management-administration>

Curriculum Standards Overview

- Communication Components
- Digital Citizenship
- Business Writing
- Desktop Publishing
- Oral Communications
- Virtual Meetings
- Career Activities

Materials Needed

- loose-leaf paper
- pencils/pens (No red)
- ❖ Optional – Kleenex, Lysol Spray or Wipes, Hand Sanitizer

Required Texts

Textbooks will not be issued, but will be kept in the classroom. However, if extra copies are available, a student may check out a textbook for use at home. Students who check out a textbook will be held financially responsible if the book is not returned.

Films for Enrichment

Throughout the course of study, students may view films, film clips, documentaries, or educational programming directly correlated to their study if time permits. All audio-visuals will comply with Grundy County guidelines.

Alternate Assignments/Activities

If a parent does not approve of a specific resource listed in this syllabus, he/she should present a request to the teacher in writing and an alternate assignment and/or materials will be provided. The request should include the parent's name, the student's name, the specific activity/materials in which a parent does not want the student to participate or to which a parent does not want them exposed, and the nature of the objection.

Grading Policy

Daily Work	20%
Labs/Projects	35%
Tests	20%
9-Weeks Exam	15%
Quizzes	10%

Make-Up Work Policy/Late Work Policy

Students should note daily classwork assignments, test dates, and other important dates. Students may make up work from any *excused* absence within three days of returning to school without penalty. It is the student's responsibility to ask for make-up work. Work from *unexcused* absences may not be made up. Work submitted late will be penalized ten points per day after the original due date.

Attendance Policy

The school-wide attendance policy will be strictly enforced.

Classroom Policies/Procedures

All handbook rules will be enforced. Any extremely disruptive or disrespectful student will be immediately removed from the classroom.

Classroom Rules

1. Be respectful.
2. Be on time.
3. Always be prepared.
4. Always follow directions.

Consequences

1. Warning and demerit
2. Personal conference and demerit
3. Loss of privilege and demerit
4. Additional assignment and demerit
5. Parental involvement and demerit
6. Office Referral

Honor Code

Cheating will not be tolerated. Students will be subject to the disciplinary action outlined in the student handbook. See the honor code in the handbook for details.

Communication

The best way to reach me is by e-mail, efoster@grundyk12.com. I check it daily and will respond quickly. You may also call the school phone (692-5400) and leave a message for me. If you would like to request a conference, please call the guidance department and the counselor will schedule one.

PowerSchool

PowerSchool contains important information. I am committed to maintaining this page and updating it regularly. It is another great way of communication. This page contains information such as class assignments, links, and a calendar of due dates.

Tutoring/Extra Help

I am available for extra help if notified in advance. Please see me personally or e-mail me at the above address to set up a tutoring or extra-help session.

I have reviewed the class grading policy, rules, consequences, and competencies for Business Communications.

Student Signature

Class Period

Parent/Guardian Signature

Date

Daytime Phone Number

E-Mail Address

Address