

# **BUSINESS COMMUNICATIONS**

**Teacher Name:** DJ Sheets  
**Room:** N3  
**Email:** [dj.sheets@chestercountyschools.org](mailto:dj.sheets@chestercountyschools.org)

## **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.

## **COURSE OBJECTIVE:**

The objective of this course is to help students develop an understanding of how to communicate in a professional setting. Whether this is done face to face or digitally, students will be able to professionally and respectfully communicate using specific skills and methods to articulate appropriately in a business setting.

## **CLASSROOM EXPECTATIONS**

1. ASK QUESTIONS!!!!
2. Be Respectful
3. Be Accountable

Students are expected to participate in class and complete their work **in a timely manner**.

Students should be courteous of other students and the teacher. Accountability for the students is crucial. This includes being present, turning in work, and taking the time to study and understand the material. Lastly, being accountable also means letting the teacher know when you do not understand something so be sure to ASK QUESTIONS!!!

## **CLASSROOM RULES**

All students are expected to follow the rules set forth by the Chester County Board of Education. For a more detailed description of the school rules please refer to the student handbook for any information.

**Bathroom Breaks:** Students will be allowed to go in between classes but NOT DURING!!!

Students cannot learn if they are not in class so please take care of this before class.

## **CLASS STANDARDS**

[Tennessee State Standard Business Communications](#)

The link is to the Tennessee state website for academic standards. The details for each standard and what will be covered will be outlined in the class pacing guide.