

## **Business Communications**

Course Number: 07.45100

**Instructor:** Ms. Shena Noble- Room 306

**Email:** [snoble@talialferro.k12.ga.us](mailto:snoble@talialferro.k12.ga.us)

**Course Description:** What message are you sending when you speak, write, and listen? As one of the most important skills for employers, students will explore the value of communication in their personal and professional life. The digital presence and impact of written and visual communication in a technological society will be addressed. Students will create, edit, and publish professional-appearing business documents with clear and concise communication. Creative design, persuasive personal and professional communications will be applied through research evaluation validation, written, and oral communication. Leadership development and teamwork skills will be stressed as students work independently and collaboratively. Presentation skills will be developed and modeled for students. Business Communications is the third course in the Business and Technology pathway in the Business Management and Administration cluster. Students enrolled in this course should have successfully completed Introduction to Business and Technology and Business and Technology. **After mastery of the standards in this course students should be prepared to take the end of pathway assessment in this career area.**

### **Required supplies:**

1. Folders
2. Note book paper
3. Pencils and blue or black pen

**Class Norms/Expectations:** All students are expected to be respectful, responsible, resourceful and ready to learn by demonstrating the following:

1. No eating or drinking in class.
2. Raise your hand for permission to speak.
3. Stay in your assigned seat and please get permission from Ms. Noble before leaving it.
4. Listen and follow directions the first time.
5. Respect yourself, your teacher, each other, and school property.
6. Arrive to class on time.
7. **Only visit Websites approved by Ms. Noble.**

### **Consequences:**

Verbal warning  
Teacher/ Student Conference & Parent Notification  
Referral

**Tardy Policy:** Students are expected to be in their assigned seat when the tardy bell ring. Students who are tardy will be disciplined according to the school's tardy policy.

**Internet AUA (Acceptable Use Agreement):** Students will use the Internet daily in the Business and Computer Science Lab. Students are expected to use the Internet responsibly and follow the guidelines established by Taliaferro County and Ms. Noble. All students will receive an AUA form. This form should be read and signed by the student and their parent or guardian. The form must be returned to Ms. Noble or the student's homeroom teacher. *Failure to return the form can result in students falling behind in class and negatively impact their progress.*

**Assessments/Grading:** Progress reports are issued every 4 ½ weeks. Report cards will be sent out at the end of each 9 week marking period and at the end of the semester. There will be a variety of formative and summative assessments.

**Daily Class Work:** 85%

(Daily work includes: class work, warm ups, participation, presentations, projects, quizzes and test.)

**Major Work:** 15%

(Major work includes: presentations, projects, and test.)

**Grading Scale:**

A= 90-100%

B= 80-89%

C= 70-79%

F= 0-69%

**Academic Honesty:** The expectation of the Taliaferro County School is for all students to be honest and responsible. Cases of plagiarism and cheating will not be tolerated and will result in a grade of zero.

**Make-up Work/Incomplete/Missing Assignments:**

All make up work following an absence will be *due within two days* of the student's return to school. If a student receives an assignment before he/she is absent from school, the student is expected to turn in the assignment immediately upon returning to school. Students needing to make up assignments outside of normal class hours will need to make arrangements with Ms. Noble to complete the assignments.

Students will be notified of missing assignments and will have ten days to submit the assignments. Assignments not received within the ten day time frame will result in a zero. All work must be completed prior to the end of each 4½ week grading period.

**Please note the teacher reserves the right to make adjustments in course content and/or grading procedures as needed.**

Ms. Shena N. Noble  
CTAE Teacher

The following topics will be covered in Business and Communications:

- ✓ Employability Skills
- ✓ Business Skills
- ✓ Legal & Ethical Issues in the Workplace
- ✓ Communicating Globally
- ✓ Digital Communications
- ✓ Working with Digital Technology
- ✓ Business Documents
- ✓ Business Presentations