

**Veterans High School**

**BUSINESS COMMUNICATIONS**

**2021-2022 Course Syllabus**

**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 master presentation software in this course.

Various forms of technologies will be used to expose students to resources, software, and applications of communications. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are enhanced in this course to prepare students to be college and career ready. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of the employability skills standard for this course.

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.

**FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**

FBLA is a co-curricular student organization that plays an integral part in the components of the Business & Technology course standards. FBLA activities are incorporated throughout this course and the rest of the Business and Computer Science courses. Students are strongly urged to **join FBLA ($25.00**) to benefit from the wealth of opportunities the organization has to offer.

**COURSE STANDARDS**

Standards for this course can be found on the following website:

<http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/CTAE/Pages/default.aspx>

**Materials required for this class:**

Pen/pencil

Binder OR designated folder

Paper

**EVALUATION AND GRADING**

Daily work (daily participation, journal entries, notebook/folder checks)--15%

Minor Assessments (quizzes, mini projects)--20%

Major Assessments (Test, Projects)--45%

Final Exam-- 20% (This course includes a cumulative exam at the end of the semester.)

**Cyberbullying**

As defined by Dictionary.com, “the act of harassing someone online by sending or posting mean messages.” Please keep in mind that the Edmodo communication system is designed to work as an extension of the classroom; therefore, anything done on the site through the access of a school course group code will be treated the same as if it were said aloud in the classroom. Inappropriate comments or use of the site can result in disciplinary action.

**Google Classroom**

To encourage blended learning, online assignments will be posted weekly through Google Classroom. At least one Google Classroom assignment per week will be graded and entered in Infinite Campus. Students should be familiar with how to navigate the online platform, communicate with their teacher, and submit assignments on time. If there are technology limitations, please notify the teacher

**Re-testing policy**: Students may re-take two assessments per semester, after completing tutoring/corrections, with the exception of county math requirements. Additionally, a “re-test” cannot replace a zero for a task never initially completed.

**CLASSROOM EXPECTATIONS**

**Adhere to all Veterans High School policies and procedures AND classroom rules posted in class.**

**Respect yourself, others, and the property of others**.

**Be prepared**—for class, to learn, to succeed!

**Be safe**—in everything that you do, especially surfing the internet!

**Do your best!** You deserve the best from yourself and others.

**Every day is a new opportunity to be better than yesterday.**



**Please sign and return this page to Ms. Love**

I have read and am aware of the objectives, requirements, and expectations for Ms. Love’s Business Communications class.

Student Signature Date

Parent/Guardian Signature Date

Best number and/or email to reach you during the day.