**Business Communication and Presentation -- Course Syllabus**

**Instructor:** Mr. Michael Baker **Room** D120 **Email:** mbaker@webster.k12.ga.us

**Prerequisites:** Computer Applications 1 & 2 **Credit:** 1

**Software:** Microsoft Office 2010, Microsoft IT Academy for high school

**Course Description:** The goal of this course is to provide students with an understanding of communication skills and current and upcoming technology and its impact personally and professionally. Competency will be developed in the areas of oral and written communication, interpersonal skills, and the use of current technology. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the core employability skills standards and the technical skill standards.

**Future Business Leaders of America.** FBLA is a co-curricular student organization in Business and Computer Science that promotes leadership, career planning, community service, and social networking. Membership is strongly encouraged for all students enrolled in this course. Dues are $30 for local, state, and national membership. Dues are due by Sept 10.

**Careers**: Career opportunities related to the standards reviewed in this class include:

**Internet Usage in Class Setting:** In order to enhance student learning, students will use the Internet daily as a resource tool for this class. While in a Business and Computer Science lab, students will comply with all Webster County Schools guidelines. Failure to follow county mandated guidelines would result in punishment that ranges from loss of privileges to administrative referral. All students and parents are required to sign acknowledgement of Internet guidelines prior to a student using the Internet.

**Grading:** Progress reports are issued each 3 ½ weeks. Parent and student signature is required on all progress reports. Parents are encouraged to sign up for Parent to access to view student grades on PowerSchool. Formal report cards will be sent out at the 7-week mark and at the end of the semester. There will be a final exam counting 20% of the grade. Only the semester exams can be exempted. Exam exemption rules can be found in the high school student handbook.

|  |  |
| --- | --- |
| **Grading Scale** | |
| Daily Work Projects, Tests & Quizzes | 80% |
| Quarter/Semester Exams | 20% |
|  |  |

**Make-up and Incomplete Assignments**: Students are given 3 days after an absence to complete all assignments. If a student does not complete an assignment during class time, the student should initiate before or after school arrangements with the teacher to finish BEFORE THE DUE DATE of the assignment.

**Tardy Policy:** Students who are tardy will be disciplined according to school tardy policy.

**Attendance:** Students are expected to be in class daily. If students are absent, students are to use the class email of daily activities and assignments. When absent, students are expected to check the email to see what assignments were missed.

**Materials and Supplies:** Students should have a jump drive or flash drive to save course work and for class projects. Students should bring the following the following supplies to class:

1. notebook with sheets of notebook paper
2. Agendas are to be used as a hall pass
3. Writing utensil (pencil or pen –prefer black)

**Classroom Guidelines and Expectations:** To be successful in class, students should follow these guidelines:

1. Students should give 100% to each assignment and project.
2. Student should respect themselves, the teacher, and the equipment at all time in the lab.
3. Upon entering class, students should check email for class activities.
4. **Listen**—follow directions the first time.
5. No adjustments or changes should be made on any computer part.
6. Know and practice emergency procedures and safety rules.
7. Students are expected to participate in ALL class activities.
8. Students are expected to create their own work. No cheating is allowed in this class. No copying of students files. No editing other student files to be your own. No plagiarism of any work from other students or the Internet will be tolerated in class. Appropriate discipline for violation of school rule will be followed in this course.
9. Bring needed materials to class every day—including course notebook, time card, and writing utensil.
10. Students should not listen to music, watch videos, or play internet games on the computer while in class unless part of class assignment.
11. Students should hand in assignments on time.
12. If student needs additional time to completed assignments and projects, arrangements should be made to come in before or after school to complete class work.

If a problem with a computer is found because of failure to follow rules, student will be sent immediately to an administrator for disciplinary action.

**Positive reinforcement**: Praise, Email, Baker Bucks, Awards, etc. are issued to the student as means of positive reinforcement. If the student chooses NOT to follow the discipline plan, steps will be taken in accordance with the discipline policy described in the student handbook.

All items are subject to change without proper notification.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

**Parent Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents are encouraged to communicate with the teacher through email at mbaker@webster.k12.ga.us

The Webster County School System does not discriminate in the educational and employment policies under which it operates and will honor all appropriate laws relating to discrimination.