


<p>Mrs. Mindy Pierce Phone: 229.225.5050 ext. 189 mpierce@tcjackets.net</p>	<p><i>Business Communications</i> Course Syllabus Room: Prep 123 2019-2020</p>	
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Career Cluster: Business Management and Administration
Pathway: Business and Technology

Career Opportunities: Banking, Insurance, Accounting, Retail, Wholesale Distribution, Education, Reception, Clerical Work, Data Entry, Marketing, Management, Entrepreneurship, Logistics, Risk Management, Communications, Public Relations

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.

Course of Study Topic Outline:	Course Standards:
Foundations of Communication	BMA-BC-1,2,3,10
Societal Communication	BMA-BC-1,4,6,10
Workplace Communication	BMA-BC-1,5,6,7,8,9,10
Technological Communication	BMA-BC-1,5,8,9,10
Careers	BMA-BC-1,2,3,6,7,8,10

In addition to content standards, students will be responsible for showing mastery of the Common Core literacy standards. These standards will be taught using reading and writing activities related to the content area. Reading materials may include novels, technical manuals, articles or other appropriate materials as determined by the instructor.

EOPA Statement: Students are encouraged to select a pathway beginning in ninth grade that is connected to their college and career goals. This course is one of three courses in the Business and Technology pathway in the CTAE department. At the conclusion of the third pathway course, students will be required to take an End of Pathway Assessment. This assessment provides students an opportunity to demonstrate what they have

learned by completing an on-line, nationally recognized exam. Students who complete a pathway and earn an industry credential by passing the assessment will receive a graduation cord to signify their achievement.

Certifications: The Business Communication pathway prepares students with the skills needed for the following industry recognized credentials: Microsoft Office Specialist PowerPoint

Throughout the school year the students will be working in groups. Sometimes these groups will work together for a class period. Other times they will work for four or five days in order to complete the assignment. When the students are not in groups, they will be involved in individual activities. These activities may include taking notes, working on individual projects, etc... The students must be willing to be involved in the class activities in order for them to be successful. Group or individual projects must be completed within the time allotted.

P.R.E.P. Academy Grading Policy:

Daily Grades/In Class Assignments	20%
Tests	20%
Projects/Lab Work	40%
Benchmark (Final)	20%

System Grading Scale

A	90-100
B	80-89
C	70-79
Below 70	(Failing)

Textbook/Materials:

Students will not be issued a textbook for this class, but one will be available for classroom use.

Pen and/or pencil

Most all class assignments will be completed online and submitted electronically. Students will not be required to have paper or notebook for class.

Classroom Rules/Conduct:

As part of the P.R.E.P. Academy, the Business Education Department focuses on professionalism, accountability, responsibility, self-discipline and similar work ethics that are expected behaviors in a business environment. Therefore, each student is expected to conduct himself/herself in a professional manner by avoiding the following infractions: (1) unnecessarily stopping the teacher from teaching, (2) hindering other students from learning, and (3) engaging in behavior that is not in the best interest of the class. To insure that an acceptable learning atmosphere is maintained, the teacher will enforce the discipline procedures outlined in the Thomas County Central High School *Parent/Student* handbook. In addition, the following classroom rules will be enforced.

- A. Be seated and ready to begin class when the tardy bell rings. Do not stand around outside the classroom.
- B. Stay awake and alert in class.
- C. Keep drinks/food/cell phone/electronic devices in book bag once entering the classroom.
- D. Discard trash in trashcans.
- E. Keep book bag, purse, etc., out of the aisle.
- F. Do not interrupt the teacher or another student unnecessarily during instruction.
- G. Be respectful of the teacher and students in the class. Keep your voice tone to a low level.
- H. Remain seated until class is dismissed by teacher—no moving to visit with friends.

- I. Do not comb hair, apply nail polish, use mirrors, spray colognes, put on makeup, etc.
- J. Dress appropriately as documented in the *Parent/Student* handbook.
- K. Coursework from another class may not be completed in class unless ALL assignments are completed and permission is given by teacher.
- L. Teacher cannot supply scissors, construction paper, tape, correction fluid, colored markers, or other materials used for other assignments outside of this class.
- M. Keep the computer settings established by the computer technician, and avoid touching the back of the computers. Be respectful of the equipment and furnishings in the classroom.
- N. Students will not receive credit for an assignment that was obtained dishonestly and will be required to complete a more difficult alternative assignment. Any student involved in assisting or allowing the dishonest student to obtain the assignment must also complete an alternative assignment and will not be given credit for the previously-completed assignment.
- O. In-class assignments are due on the day, or day after, the assignment is given (unless specified differently).

Consequences for Misconduct:

- **1st Offense: Verbal Warning. Documented.**
- **2nd Offense: Call Parent or Guardian. Documented.**
- **3rd Offense: Teacher Detention before or after school. Documented.**
- **4th Offense: Disciplinary write-up to Mrs. Adams, CTAE Director**

Computer Use:

Students will be required to access the Internet for some assignments and projects. Each student must have an Acceptable Use Policy (AUP) on file at the school. All policies in the AUP will be followed.

Students should only use the Internet when instructed for classroom purposes. Students who are caught downloading/streaming music, on inappropriate websites, attempting to bypass the server, or participating in other questionable activities will receive a referral and their computer privileges may be revoked.

Additional Information:

Policy on Printing: Business Department printers are to be used only for work assigned by the teachers. Students **may only print work for other classes after receiving permission** from their Business teacher. ***Personal work (graphics, personal notes, etc..) may NOT be printed.***

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 (\$20) to benefit from the wealth of opportunities the organization has to offer.

Please read the following statements, print your name, give your signature, and fill out the information below.

As the **student**, I have read the Business Communications syllabus and understand the expectations and requirements of the course. I also agree to follow the rules in Mrs. Pierce's classroom.

Student's Printed Name

Student's Signature

Date

As the **Parent/Guardian**, I have read the Business Communications syllabus and understand the expectations and requirements of the course. I also expect my TCHS student to follow the rules in Mrs. Pierce's classroom.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Phone Numbers: Please circle the phone number preferred.

Home: ----- Best time to call: -----

Work: ----- Best time to call: -----

Cell: ----- Best time to call: -----

Email address:
