

LEE COUNTY HIGH SCHOOL
Business Communications
Course Syllabus

Teacher: Mrs. Marv Chamnion
Room Number: 403

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Business and Technology Pathway Intro.to Business and Technology, Business & Technology, Business Communications

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. 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. **Students will take the Microsoft Office Specialist Certification (GMETRIX) test in PowerPoint for the End of Pathway exam.**

CAREERS

Related Pathway Occupations: Administrative Services Managers, Computer Operators, Database Administrators, Word Processor & Typists, Management Analysts, Stock Clerks, Legal Secretaries, Medical Secretaries, Budget Analysts, Office Machine Operators, Computer & Information Systems Managers.

COURSE CURRICULUM CONTENT

COURSE STANDARDS

1. Demonstrate employability skills required by business and industry.
2. Examine and practice grammar, mechanics, and process of composing professionally written business communications.
3. Apply effective oral communication by communicating in a clear, courteous, concise, and professional manner.
4. Use active and intentional listening skills to respond appropriately to oral communication.
5. Master word processing software at an expert level to create, edit, and publish professional-appearing business documents.
6. Integrate multiple forms of communication in the successful pursuit of a career/employment.
7. Apply skills and strategies for the delivery of effective oral communication and presentations.
8. Use digital technologies (computers, PDAs, media players, GPA, etc.)
9. Master presentation software to create, edit, publish, and deliver professional-appearing business presentations.
10. Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events.

INSTRUCTIONAL MATERIALS AND SUPPLIES

Paper
Pen or Pencil Headphones

EVALUATION AND GRADING

Assignment Categories and Grade Weights			
80% of Overall Average			Grading Scale
Formative	60%	Formative Assessments Daily Work Quizzes Summative Assessments Projects Unit Tests Final Exam	A: 90-100 B: 80-89 C: 70-79 F: 0-69
Summative	40		
20% of Overall Average Final Exam (EOPA)			

OTHER INFORMATION

Expectations for Academic Success
<ol style="list-style-type: none"> 1) Complete daily classwork assignments 2) Participate in discussions and ask questions 3) Participate constructively as a team member 4) Problem solve and accept challenges

Internet Acceptable Use: Use of the Internet must be in support of education and research and consistent with the educational objectives of the Lee County School System. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

Cell Phone Use: Cell phones **SHOULD NOT** be out during class. Cell phones may only be used when teacher instructs they may be use for the lesson. Failure to follow the cell phone policy will result in the phone being turned in to the office.

Academic Honesty: Cheating will result in an immediate office referral. SEE STUDENT HANDBOOK POLICY

Disciplinary Consequences:

- 1st offense -- warning
- 2nd offense -- warning and parent contact
- 3rd offense — detention and parent contact
- 4th offense -- administrative write-up
- *Any major offense will be an immediate write up

**Business Communications Course
Syllabus Signature Sheet**

I have read and understand all of the objectives, requirements, and expectations for Business Communications taught by Mrs. Mary Champion.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Student's email address:

Parent's email address(es):

Parent's phone number(s) to be reached at during the school day:

COMMENTS:

