



# Course Overview

High School I 9-12 | Business Communications & Applications - Last Updated on March 21, 2025

## DESCRIPTION

### K-12 Content Area | Mission & Philosophy Statement

- Financially literate global citizens make informed personal and professional decisions, essential for navigating and succeeding in an interconnected economic environment.
- Innovative and opportunistic thinkers can initiate and manage businesses effectively by understanding market dynamics and business planning, thus enhancing their competitiveness in an entrepreneurial landscape.
- Adept technology users continuously develop their ability to seamlessly integrate tools, tackle complex business challenges, and drive innovation with a growth mindset, making them invaluable in a technology-driven global economy.
- Understanding the ethical and legal standards in business ensures that young people can lead and operate within guidelines, which is essential for maintaining trust and integrity in organizational settings.
- Refined communicators and collaborators effectively work on teams, build professional networks, and contribute to a culturally diverse workforce.

### Course Description

This course will teach students how to use technology as a tool to solve problems. Using Google Docs and Microsoft Office, the focus will be on word processing, spreadsheets, databases and presentations. Various practical problems will be used to illustrate personal and business applications to make fact-based decisions. Students will learn the practical skills necessary for effective on-the-job communication. Activities focused on resume and letter writing, interview techniques, listening skills and organizational skills will prepare students to enter the job market and communicate effectively with customers, co-workers, clients, patients and others. These activities will be supplemented by such topics as time management, stress management and making successful presentations. In addition to becoming proficient communicators, students will gain confidence in speaking and an awareness of their own communication strengths and needs.

## STANDARDS

### Pennsylvania - Grade 9-12 - Business, Computer and Information Technology

- |           |           |           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 15.2.12.H | 15.2.12.K | 15.2.12.L | 15.2.12.O | 15.2.12.P | 15.3.12.C | 15.3.12.D | 15.4.12.A |
| 15.4.12.B | 15.4.12.M | 15.3.12.X | 15.3.12.W | 15.3.12.V | 15.3.12.Q | 15.3.12.P |           |
| 15.3.12.O | 15.3.12.M | 15.3.12.B | 15.3.12.E | 15.3.12.F | 15.3.12.G | 15.3.12.H | 15.3.12.I |



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15.3.12.J

15.3.12.K

15.3.12.R

15.3.12.S

## COURSE OBJECTIVES

Specific objectives for this course are aligned to the Pennsylvania Academic Standards for Business, Computer, and Information Technology, and the Pennsylvania Core Standards for Career Management, Communication & Computer and Information Technologies, as outlined in the Scope and Sequence for Business Communication and Applications.

## ASSESSMENT TYPES

Forms of Assessment to Measure Course Objectives:

- Formative Assessments
- Summative Assessments
- Performance-Based Assessments

## SUGGESTED METHODS OF INSTRUCTION

The Business Communications and Applications course utilizes a variety of instructional strategies to engage students and enhance their understanding of communications and computing concepts. Below is a list of suggested strategies for high-quality instruction:

- Instructional components outlined in the *Framework for Teaching* by Charlotte Danielson
- Computer simulations
- Case studies and real-life scenario analysis
- Collaborative projects and group discussions

## RESOURCES

District Approved Program Resources	District Approved Supplemental Resources	District Approved Technology Resources
Cengage SAM		Microsoft Office Suite Google Suite iMac Computer Lab

Teacher Resources: Lesson plans, simulation guides, and assessment tools.