

## BUSINESS COMMUNICATION

### BUSINESS & TECHNOLOGY PATHWAY COURSE SYLLABUS

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Office Hours: Monday through Friday 10:05 AM – 11:35 AM

# Return with Parent Signature Student Copy on Schoology

#### COMMUNICATION

All instructional communications with students will happen through school email, Blackboard messaging, and/or Schoology. All course work will be posted in Schoology. All communications from me to parents will be sent through Blackboard messaging/email.

**Students-** If you have any questions outside of our scheduled class time, please contact me via email and/or Schoology messaging. I will respond to your questions during my posted office hours.

**Parents-** Please contact me via email. I will respond to your questions during my posted office hours.

#### 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. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Students will have the opportunity to further their leadership skills through Future Business Leaders of America (FBLA) components that are incorporated into the classroom. \*FBLA further provides opportunities for extra-curricular activities.

**By completing the Business & Technology Pathway, students will have had the opportunity to earn up to FIVE Microsoft Office certifications, including: Word, Excel, Word Expert, Outlook & PowerPoint! The Business Technology End of Pathway Assessment (EOPA) is the Microsoft PowerPoint certification exam. Students will take the EOPA in April 2025.**

#### COURSE GOALS AND OBJECTIVES

Upon completion of this course, the student will be able to:

- 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 to master presentation software in this course.

#### MATERIALS/TEXTBOOKS

- Instructor prepared materials, Internet Sources, GMetrix

#### CAREER EXPLORATION

There are many career options related to business. During the semester you will have the opportunity to explore career options associated with these areas, such as Operations Research Analyst, Financial Manager/Adviser, Accountant, Loan Officer, Human Resources Specials, etc. Students are strongly urged to join Future Business Leaders of America (FBLA), a student organization that strives to help students develop leadership qualities required in the business world. Benefits of being a member include:

- Gain experience by attending conferences and participating in competitions
- Explore careers
- Learn to Lead
- Develop new friendships
- Earn scholarships

*\*An integral component of this course is the **intra-curricular** student organization, **Future Business Leaders of America (FBLA)**. \*Students will apply and practice concepts learned in class by managing our FBLA chapter.*

*It is **STRONGLY SUGGESTED** that students join FBLA to maximize their learning experience outside of the classroom and gain a competitive edge through field trips, competitions, leadership conferences, and community service opportunities.*

#### EVALUATION

- ❖ Course Grades (100% of total grade)
  - Summative Assessments 60% (Includes: EOPA, major projects, certification exams & presentations)
  - Formative Assessments 40% (Includes: quizzes, daily work & work ethic)
    - Final Exam 10%

\*Assignments will be graded in Schoology and feedback provided as needed. Course grades will then be updated in **InfiniteCampus**- this is where the student's **CURRENT GRADE** in the course can be found.

#### Grading Scale

A = 90 - 100  
B = 80 - 89  
C = 70 - 79  
F = 0 - 69

**MISSED WORK DUE TO AN ABSENCE**

You will have five (5) days to make up any course work or test(s) missed due to an absence. **It is your responsibility to see the instructor upon your return and to schedule a time before or after school to make up missed work. Assignments are posted in Schoology, so you will have access to them at all times.**

**CLASS CODE**

- ☐ Commit to excellence
- ☐ Own your behavior
- ☐ Demonstrate success
- ☐ Exhibit a positive attitude

**STUDENT EXPECTATIONS – WORK ETHIC**

It is important for you to develop and practice skills that will help you to be successful in the workplace. Listed below are the skills or work habits students in this class are expected to demonstrate.

- **Attendance** - Attend class daily and be on time. Be seated when the bell rings and on task - logged on, working on the posted assignment.
- **Be prepared** with needed materials. **Organize** your materials – keep Office365 folders/notebooks up to date. Note: Ten points per day will be deducted for work that is turned in late. You will not be permitted to leave class for forgotten materials.
- **Use time efficiently** by completing work without distracting or disrupting others in the class.
- **Follow class/school rules.** No outside food or drink allowed. All food or beverages purchased from vending machines or FBLA must be consumed at the center tables. Be accountable for your actions, clean up your work area by placing materials and books in the proper place when finished working with them, no Internet use without permission; no cell phone use permitted in class without permission; follow acceptable computer/internet usage policies, and follow policies indicated in the student handbook.  
***Note:** Electronic devices – cell phones, headphones, or other musical sources are not allowed in class. \*Headphones are allowed during Microsoft training, but may only be plugged into the student computer.*
- **Cooperative attitude** - Positive attitude conducive to classroom/workplace.
- **Professional manners** – Exhibit a mature attitude; don't belittle other students; and listen when others are speaking. Be respectful of self and others.
- **Submit original (your own) work.** Copying or sharing of work will result in a zero for both parties. Parents will be contacted and a discipline referral for academic dishonesty will be sent to the office.

**NOTE:**

*Passes* - In general, class will not be interrupted to give students passes to go to the bathroom. If the nature of the class is such that passes may be given **without** disrupting the flow of activities in the class, a pass will be given. Pass privileges may be revoked if abused. Passes will not be given for students to go to their lockers, guidance office, other teachers' classrooms, media center, car, vending machines, etc. **The only passes allowed this year (per the administration) is to the restroom or Nurse Welch's office if the student is feeling ill.**

**PARENT SECTION**

I have read the syllabus as outlined and understand what is expected of my son/daughter.

Please place a \*STAR\* next to the preferred method of contact.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

HOME PHONE# \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

WORK PHONE# \_\_\_\_\_

**STUDENT SECTION**

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_