

Business Communications



Pickens High School 2020-2021 Course Syllabus

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Course Description

Business Communications is the third course in the Business and Technology pathway in the Business Management and Administration cluster. In this course, 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. 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. 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. Students will also take the Microsoft Office Specialist certification. This certification is a nationally recognized industry credential if passed successfully.

UNITS/TOPICS

BMA-BC-1 Employability Skills
BMA- BC-2 Professional written Business Communications
BMA -BC-3 Effective Oral Communications
BMA-BC-4 Active and Intentional Listening Skills
BMA-BC-5 Master word processing software

BMA-BC-6 Integrate multiple forms of communication
BMA-BC-7 Strategies for oral communications
BMA -BC-8 Digital Technology
BMA-BC-9 Master Presentation software
BMA-BC-10 Student organizations

INSTRUCTIONAL MATERIALS AND SUPPLIES: online modules, online book, headphones (only used for instructional purposes)

METHODS OF INSTRUCTIONAL LEARNING:

The instructor will utilize the following methods for meeting learning objectives for the units of the course: class lecture/discussion/demonstration, question/answer, guest speakers, student projects/reports, group work, audio-visual aids.

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 employability skills. FBLA prepares students for "real world" professional experiences as well as networking opportunities. Members may choose their level of involvement outside of the classroom, but active membership is strongly encouraged. FBLA dues are \$25.

GRADING: Parents are encouraged to sign up for the parent portal to view information on student grades and attendance. Grades count as follows; Summative 60%, Formative 40%. Final Exam count 20% of final grade.

MAKE-UP WORK:

Please see Student Code of Conduct for attendance policy. Students are expected to complete work **while in class**. Points will be deducted 10 points daily for students who are present and submit work after the assignment is due. Students who are absent will have 3 extra days to complete their assignments.

TARDY POLICY: Students are expected to be in their assigned seat when the tardy bell rings. Students who are tardy will be documented in Educator's Handbook. Please refer to school handbook for tardy policy.

COMPUTER & INTERNET USAGE, PLAGERISM

This course is taught in a computer lab. Computers will be used on a regular basis to complete assignments and enhance student learning. They will be used to conduct research via the internet, create documents and to complete other various projects relating directly to the course curriculum. Students that have plagiarized any portion of their written work shall receive a grade of a 0. For the first offense a student may rewrite the assignment for a grade no higher than a 70. Each offense after the first, the student receives a 0 with no rewrite

READ COMPUTER LAB RULES CAREFULLY AND HAVE PARENT OR GUARDIAN SIGN AND RETURN TO SCHOOL BY August 14, 2020.

Note: The teacher reserves the right to make changes to this syllabus as needed throughout the year.

PICKENS COUNTY NON-DISCRIMINATION POLICY

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Students, parents, employees, and the general public are hereby notified that the Pickens County Board of Education does not discriminate in any educational programs or activities or in employment policies