**Business Communications**

**Pickens High School**

2016-2017 Course Syllabus

|  |  |  |
| --- | --- | --- |
| Teacher  | Ginger Rizoti | **Room #**353 |
| Email Address | gingerrizoti@pickenscountyschools.org |
| School Telephone | 706-253-1800 |

### 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** |
| **First Nine Weeks:**1. Introduction to Communication/FBLA
2. Grammar and Written Communication
3. Presentation Software
4. Oral Communication & Presentation
5. Listening Skills
 | **Second Nine Weeks:**1. Advanced Word Processing
2. Employability Skills
3. Electronic Communications
4. Digital Technologies
5. Course Wrap Up/FBLA
 |

**INSTRUCTIONAL MATERIALS AND SUPPLIES**; online modules and text book, pen or pencil, 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 $20.

**GRADING**:

Progress reports issued at every 4 ½ weeks. Parents are encouraged to sign up for the parent portal to view information on student grades and attendance. Formal report cards will be sent out at the 9-week mark and at the end of the semester. Grades count as follows; Summative 60%, Formative 40%.

**MAKE-UP WORK**:

Please see Code of Conduct for attendance and make-up work policy. Students are expected to complete work while in class. Points will be deducted daily for students who are present and submit work after the assignment is due.

**FINAL EXAM EXEMPTION POLICY**

To be offered the opportunity to exempt a final exam, a student must:

1. Have zero absences for the entire semester in that class and a semester average for that class of at least 80%
2. Have not more than one absence for the entire semester in that class and a semester average for that class of at least 85%.
3. Have not more than two absences for the entire semester in that class and a semester average for that class of at least 95%.
4. Have not more than three absences for the entire semester in that class and a semester average for that class of at least 95%.
5. Be free and clear of all fines, charges, etc.

**NOTE:** Being suspended from school, assigned to ISS, having corporal punishment or having more than five tardies and/or early checkouts or a combination of both in any class during the semester makes a student ineligible for exemption. (**NOTE: THIS POLICY DOES NOT INCLUDE ANY COURSE THAT REQUIRES AN E.O.C.T. THOSE ARE ALWAYS MANDATORY.**

**TARDY POLICY**:

Students are expected to be in their assigned seat when the tardy bell rings. Students who are tardy will be sent to the office for a tardy slip before entering the classroom.

**COMPUTER & INTERNET USAGE**

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 using word processing and/or spreadsheet software, and to complete other various projects relating directly to the course curriculum. Students must have an internet permission form on file in the media center in order to log in and use the internet. Additionally, they must comply with lab rules at all times while using the computers. Please refer to the Computer Lab Rules for full details.

**READ COMPUTER LAB RULES CAREFULLY AND HAVE PARENT OR GUARDIAN SIGN AND RETURN TO SCHOOL** **BY JANUARY 6, 2017.**

**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