



Lassiter High School
Reaching Excellence and Climbing Higher
Career/Tech Department
Spring 2020



Course Title	Business Communications
Teacher	Jennifer Limeri – Room 512
Email Address	Jennifer.limeri@cobbk12.org
Class Website	https://limeribiz.weebly.com
Remind101	Text @lhsbustech to 81010
Extra Help	Available Tues and Thurs 7:45am-8:15am and afternoons by appointment

COURSE DESCRIPTION

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. Students will create, edit, and publish professional appearing business documents with clear and concise communication. 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 master presentation software in this course. Various forms of technologies will be used to expose students to resources, software, and applications of communications.

Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of the employability skills standard for this course.

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.

STANDARDS

- BMA-BC-1 Demonstrate employability skills required by business and industry.
- BMA-BC-2 Examine and practice grammar, mechanics, and process of professionally written business communications.
- BMA-BC-3 Apply effective oral communication by communicating in a clear, courteous, concise, and professional manner.
- BMA-BC-4 Use active and intentional listening skills to respond appropriately to oral communication.
- BMA-BC-5 Master word processing software at an expert level to create, edit, and publish professional business documents.
- BMA-BC-6 Integrate multiple forms of communication in the successful pursuit of a career/employment.
- BMA-BC-7 Apply skills and strategies for the delivery of effective oral communication and presentations.
- BMA-BC-8 Use digital technologies (computers, PDAs, media players, GPS, etc.), communication/networking tools, and social networks appropriately to access, manage, evaluate, and create information to successfully function in professional settings.
- BMA-BC-9 Master presentation software to create, edit, publish, and deliver professional appearing business presentations.
- BMA-BC-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.

UNIT TOPICS

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|---|---|
| 1. Written Business Communications | 4. Electronic Communications/Digital Technologies |
| 2. Oral Communications/Listening Skills | 5. Effective Presentations |
| 3. Advanced Word Functions | 6. Career Planning |

FBLA

FBLA is a co-curricular student organization that plays an integral part in the components of the Business & Technology course standards. FBLA activities are incorporated throughout this course and the rest of the Business and Computer Science courses. Students are strongly urged to join the LHS FBLA Chapter. Membership dues are \$25.

CLASS MATERIALS

3-ring binder, paper, and pen/pencil EVERYDAY. A flash drive (2GB or higher) and headphones are recommended.

GRADING POLICY

Tests/Projects.....	40%	Classwork	10%
Quiz/Minor Assessments.....	20%	Final Exam	10%
Employability Skills	20%		

MAKE-UP POLICY

Make-up work is YOUR responsibility. Below is information on the make-up policy for each type of assignment:

CLASSWORK/DAILY GRADES

If a student is absent, he/she may make up work within one day of the missed assignment if the absence is excused. (For example, if you miss a Tuesday and return on Wednesday, your make-up work will be due Thursday). Handouts will be located in the classroom, and notes can be obtained from a friend or classmate or be found on the class site.

LATE WORK

If you do not turn in an assignment on the due date, it will be entered as a '0' in the grade book. Ten (10) points will be deducted for each day the work is late. Work will not be accepted past one (1) week after the original due date. No late work will be accepted during the last week of the grading period.

EMPLOYABILITY SKILLS

Students become young professionals when they enter the business classroom. The employability skills grade will be based on attendance, student participation, teamwork, organizational skills, behavior and quality of work.

PROJECTS

Projects are assigned days and sometimes weeks in advance. Therefore, if you are absent on the day a project is due, it is due IMMEDIATELY upon your return to class. If you are absent on the day a project is due and it is a group project that involves some type of presentation, you will be given an alternative assignment.

TESTS/QUIZZES

Please make every effort to be here on test day. If you must miss a test, it is your responsibility to schedule the make-up test. Make-up tests must be given within 2 days of your return to school.

CLASS EXPECTATIONS

Lassiter's Student Handbook Policies will be enforced at all times.

1. Be respectful of all individuals in the classroom
2. Come prepared for class every day.
3. No sleeping, eating or drinking in the classroom.
4. NO cell phone usage.
5. All phones should be put away during instruction time from when the bell rings for class to begin through when the bell rings for class to end.
6. Be on time for class every day. 3 or more tardies will result in administrative referral.

ACADEMIC INTEGRITY

Cheating is considered a serious matter. The parents of a student who has been involved in cheating will be notified and the student will receive a grade of zero for the test or evaluation period, and a grade of U in conduct.

For this course, cheating is defined as, but is not limited to, the following acts:

- Copying anyone's answers to questions, exercises, study guides, classwork or homework assignments
- Taking any information verbatim from any source, including the Internet, without giving proper credit to the author, or rearranging the order of words and/or changing some words as written by the author and claiming the work as his or her own, i.e., plagiarism.
- Looking onto another student's paper during a test or quiz.
- Having available any study notes or other test aids during a test or quiz without the teacher's permission.
- Collaborating on assignments when independent work is expected.
- Students displaying cell phones during tests will have their cell phones confiscated, and will be given a zero.

THIS PAGE NEEDS TO BE SIGNED AND RETURNED NO LATER THAN MONDAY, JANUARY 13, 2020

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ACKNOWLEDGEMENT AND SIGNATURES

Please SIGN & RETURN TO INDICATE YOU AGREE WITH THE BELOW STATEMENTS

1. I have read and understand the academic integrity policy.
2. I have reviewed the class syllabus and understand the syllabus may be updated during the semester and I can find the most updated version on the teacher's class website listed above.
3. I have reviewed and understand the grading policy.
4. I am willing to be contacted by email.
5. I have access to the Internet and will access ParentVue (Synergy) to check on my child's progress. I understand that teachers will make every effort to post grades within 2 weeks of accepting the assignment, but that posting of grades for larger papers and projects may extend beyond the 2 week timeframe.
6. I give permission for my child to view G, PG or PG13 movies if they are related to the curriculum of the class.

Student Name: _____
(Please print legibly)

Class Period: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____
(Please print legibly)

Parent/Guardian Signature: _____

Date: _____