

# Business Communication

*full-year course*

## DISCLOSURE DOCUMENT

Instructor Name: Mrs. Carey S. White

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Room: I-217, Business Department

Class Website: [www.shsbusiness.com](http://www.shsbusiness.com)

# Springville High School



*“Dedicated to Excellence,  
United in Service,  
Educated for Success.”*

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**\*This course is your 12<sup>th</sup> Grade Language Arts/English credit\***

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### COURSE DESCRIPTION

Business Communication impacts all aspects of our lives. This introductory course will teach students to communicate in a clear, courteous, concise, complete and correct manner on both personal and professional levels. Competency will be developed in oral, written, interpersonal, technological, and employment communication. Listening skills will be incorporated throughout the semester. The overriding goal is to provide students with a solid communication base, so they are able to communicate effectively.

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### COURSE PREREQUISITES

Basic keyboarding skills and basic writing skills.

### COURSE SOFTWARE

Microsoft Office Suite (Word, Publisher, and PowerPoint)

### REQUIRED STUDENT SUPPLIES

USB Thumb/Jump Drive (any size)

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### COURSE STANDARDS & OBJECTIVES

**Upon successful completion, students should be able to:**

- ① Students will identify the communication process and practice effective nonverbal communication skills.
  - ② Students will communicate using correct usage and mechanics.
  - ③ Students will develop and practice effective oral communication skills.
  - ④ Students will develop reading strategies that will improve speed, comprehension, and retention.
  - ⑤ Students will compose effective written communication.
  - ⑥ Students will develop and practice proficient listening skills.
  - ⑦ Students will apply basic social communication skills in personal and professional situations by demonstrating competence, ethics, leadership, and interpersonal skills.
  - ⑧ Students will use technology to enhance the effectiveness of communication.
  - ⑨ Students will integrate all forms of communication in the successful pursuit and retention of employment by creating an employment portfolio.
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## GRADES

Your grade will be based upon to following:

Grade scale and breakdown:

- 40%--Reading & Writing Assignments
- 20%--Journal Entries
- 30%--Quizzes and Tests
- 10%--Attendance



A = 94%	C = 74-76%
A- = 90-93%	C- = 70-73%
B+= 87-89%	D+= 67-69%
B = 84-86%	D = 64-66%
B- = 80-83%	D- = 60-63%
C+= 77-79%	F = 0-59%

Students will read, critique, and edit each other's work. Each week students will exchange quizzes or assignments and critique each other's work. Students will be required to keep a journal regarding current topics and events studied in class.

Movie Clips that may be shown in class: Akeelah and The Bee (vocabulary), The Ultimate Gift (character), Stand and Deliver (honesty), and The Bee Movie (careers).

## EXPECTATIONS

**STUDENTS ARE EXPECTED TO FOLLOW THE COMPUTER USE AGREEMENT FULLY.** VIOLATIONS WILL RESULT IN STUDENT WARNINGS, PARENT INVOLVEMENT, AND/OR ADMINISTRATOR ACTION.

**INSUBORDINATION WILL NOT TOLERATED.** STUDENTS WILL BE ASKED TO FOLLOW SCHOOL AND CLASSROOM RULES. STUDENT WHO REFUSE TO FOLLOW RULES WILL BE REFERRED TO THE ADMINISTRATION AND REMOVED FROM SCHOOL FOR THE REMAINDER OF THE DAY.

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### Late Work Cut-Off:

Due to successive units building on skills developed in previous units, all late work must be completed by Friday of the week following an absence.

### Non-Participation During Class:

A student who chooses to not participate or is off-task (playing games or using cell phone) will receive **1 point** for the day.

### Teacher-Student Expectations

Teacher is to teach and students are to learn. Any student disrupting the learning process or showing disrespect to classmates or teacher is insubordinate.

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We, the undersigned, have read and understand the terms of this **Business Communications** course disclosure document.

STUDENT NAME (PRINT PLEASE) \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

PERIOD \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

NOTES to Mrs. White from Parent (are there any special concerns about your student):

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