



# Business Communications

## Class Overview

This is the third and final course in the Business & Technology Pathway. This course will prepare you to create a professional resume, business letter, email, etc. You will learn Microsoft PowerPoint.

You will also be working on the ACTS Yearbook. You will be selling ads, taking pictures, and helping make this yearbook the best.

## Course Schedule

\*This semester, you will be introduced to Employment Skills, Word Processing, Communication, Leadership, Management, Marketing, Insurance, Entrepreneurship, and Money Management.

\*You will have a small journal writing/typing activity every day. This will get you started and ready for a good day.

\*Each week, you will receive a Work Ethics Grade. This grade will be based on your Attendance, Character, Respect, Attitude, Appearance, Organizational Skills, Communication, Cooperation, Productivity, and Teamwork—counts as a quiz grade.

## Course Grading

Daily Grades – 20%

Quiz Grades – 50%

Test Grades – 30%

## FBLA

FBLA will also be a big part of the class. Consider joining the Future Business Leaders of America club to gain experience in the world after high school. We will attend several conferences and field trips—lots of fun. Dues are \$25, which includes a T-Shirt.

\*You will also be introduced to Future Business Leaders of America (FBLA) activities. You will work on these activities in class and will be encouraged to join the organization.

You will have the opportunity to earn MOS Certificates directly from Microsoft in Word, Excel and PowerPoint.

## Class Rules

- RESPECT others.
- NO food or drinks around the computers.
- NO phones are allowed unless permitted by the teacher.
- Keep your computer station clean.
- Always leave your chair pushed under, your keyboard and mouse on the computer tower, and headphones put away.
- Stay in your seat unless permission is given to get up.