

BUSINESS COMMUNICATION

Teacher: Sarah Hall

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Course Description:

Business Communication is the final course in the Business Communication Pathway. Upon completion, students will receive the opportunity to earn a platinum cord to wear for graduation with the successful passing of the EOPA. What message are you sending when you speak, write, and listen? As one of the most important skills for employers, students will explore the value of communication in their personal and professional life.

Evaluation:

Formative: 60%

- Assignments that are done daily in class that take 1-2 days to complete.

Summative: 40%

- Assignments that are done in class that take 3-5 days to complete.

What will I learn?

- Employability skills
- Microsoft PowerPoint/Word
- Leadership Skills and Management Functions
- Communication Skills
- Public Speaking
- Professionalism
- Listening Skills
- Technology

Classroom Guidelines:

- Listen and read directions--if you have questions, ask!
- Do not tamper with the computer parts.
- Be respectful of surroundings--others, teachers, guests, etc.

Absent:

Email your teacher to discuss missing work. All work will be posted in Google Classroom.

Supplies:

All instructional material will be available on Google Classroom.

To maintain a focused and respectful learning environment, the use of cellphones and headphones/earbuds will be limited during class time.

Cellphones:

- Must be silenced and put away (in backpacks or designated area) at the start of class.
- May only be used with teacher permission for educational purposes.
- Unauthorized use during instruction will result in:
 - a. First offense – Phone held by teacher until the end of class.
 - b. Second offense – Phone will be sent to the front office to be picked up at the end of the day.
 - c. Repeated offenses – Phone will be sent to the front office to be picked up at the end of the day.

Headphones/Earbuds:

- May not be worn or used unless instructed by the teacher.
- Should be stored away during instruction and discussions.
- Using them without permission will follow the same steps as the cellphone policy above.

Student Signature _____

Parent/Guardian Signature _____