

Lee County High School

2020 • • Mrs. Amanda Overstreet • • 2021

BUSINESS COMMUNICATIONS

Communication

Email

overstreetam@lee.k12.ga.us

Phone

(229) 903-2260

Class Materials

- Pens & Pencils
- Highlighters
- Headphones (as needed for assignments and projects)

Responsibilities

- 1) Come to class on time
- 2) Come to class prepared
- 3) Get your folder & begin working on Essential Question and Journal Entry
- 4) Take notes & participate
- 5) Turn work in on time
- 6) Be courteous & respectful
- 7) No food or drinks in class

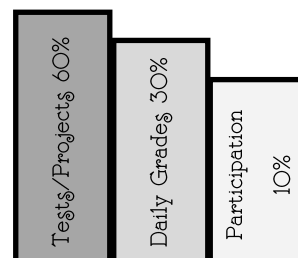
Course Info

In this class, 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. Creative design, persuasive personal and professional communications will be applied through research, evaluation, written, and oral communication. Presentation skills will be developed and modeled for students. Various forms of technologies will be used to expose students to resources, software, and applications of communications. Professional communication skills and practices, problem solving, ethical and legal issues, and the impact of effective presentation skills are used to prepare students to be college and career ready. Employability skills are integrated into activities, tasks, and projects in the course standards to demonstrate the skills required by business and industry.

Consequences

- 1st Offense — Verbal Warning
- 2nd Offense — Student Conference/Seat Change
- 3rd Offense — Parent Contact/Conference
- 4th Offense — Office Referral

Grades



Semester Exams are 20% of Final Grade. The semester average will count as 80% of the final grading calculation.

1st Semester Exams cannot be exempted due to this class being an End of Pathway class.

End of Pathway counts for 2nd Semester Exam.

FBLA Future Business Leaders of America — Membership dues \$35

Future Business Leaders of America (FBLA) is the largest career student organization in the world. Each year, FBLA-PBL helps over 230,000 members prepare for careers in business. Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

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Recording Consent Statement

Recording a meeting without the consent of all participants may be illegal and actionable. You should obtain consent to record a meeting from all participants, including external guests and guests who join late.

Semester Grading Statement

Grades are semester long (no longer two, 9-week grading periods averaged together) and based on class participation, class work, homework, tests, quizzes, formative assessments, and any special project that the classroom teacher may assign. This portion will count for 80% of the semester final average. Final exams or an End of Course Milestones Test will be given at the end of each semester and will count 20% of the semester average. See the LCHS Handbook for the semester exam exemption policy.

LCHS and Mrs. Overstreet reserves the right to make changes to the class syllabus throughout the year.