

Lee County High School

2018 •••• Mrs. Betty Suggs •••• 2019

BUSINESS COMMUNICATIONS

Communication

Email

suggsbe@lee.k12.ga.us

Phone

(229) 903-2281

Class Materials

- Pens & Pencils
- Highlighters
- Headphones (Optional & Not Needed Everyday)

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

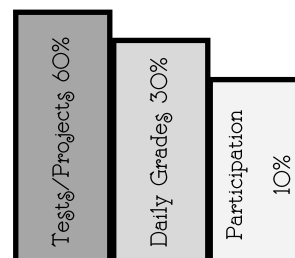
Course Info

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 average of the two 9 weeks will count as 80% of the final semester average.

1st Semester Exams can be exempted if requirements of the handbook are met.

End of Pathway counts for 2nd Semester Exam.

WBL/YAP

Work-Based Learning / Youth Apprenticeship — \$20 Fee

Work-Based Learning placements represent the pinnacle of the Career-Related Education experience. To qualify for a WBL placement, a student must be in grades 11 or 12 and at least 16 years old. Students must also have a defined Career Pathway in order to participate in a Work-Based Learning placement. This is especially important for successful completion of a student's pathway in that their job placement is directly related to the curriculum of the pathway classes they have completed or in which they are concurrently enrolled.